

Regular PO Policy

Purchase orders: The purchase order is the written instrument that lets the vendor know what we wish to purchase. If he/she accepts the order, it becomes a legal & binding document between the vendor and the school.

Purchase orders are necessary before anything is purchased.

If any purchase is made without prior approval of the school, the person making such purchase is responsible for paying the bill.

Procedure:

1. Get purchase order form.
 2. Fill out purchase order and forward to Superintendent/Principal/Athletic Director for his/her signature.
 3. The Superintendent/Principal/Athletic Director forwards purchase order to the Business Office.
 4. Upon approval by the Superintendent/Principal/Athletic Director, the yellow copy should be sent back to the person requesting approval so that items can then be ordered/purchased.
 5. When the purchase order comes back to the person requesting the purchase, with a signature of approval, the order will be placed. Individuals requesting a purchase are responsible for placing their own order.
 6. Upon receipt of order, all faculty/staff/coaches must send the original invoice, packing slip, etc. to the Business Office.
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- It is required that the above policy be carried out in accordance with the conflict of interest policy. (See Appendix E of the Board Policy)
 - The responsibility to exercise due diligence lies with the purchaser.
 - Any purchase over \$1,000 requires documentation of multiple bids and reason for selected bid recommendation.

All clubs procedures must be followed in addition to these policies.