

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

PURCHASE ORDERS

7.65

Purchase orders are required by the Dale County Board of Education for all materials, equipment and supplies paid for out of the general fund of the Dale County Board of Education. The following procedures must be followed:

1. A purchase order is obtained from the Central Office by submitting a written requisition or an electronic routed requisition signed by the requisitioning party (to include electronic signatures). Once the requisition is approved by the Chief School Finance Officer and Superintendent, a purchase order can be issued.
2. Special instructions should be noted on the requisition in such a way as to be easily detected by the Purchase Order Clerk or school secretary.
3. Requisitions and Purchase Orders are not required for Classroom Instructional Support Fee cards. Users of fee cards will be required to sign "Credit Card Employee Agreement and Use Form". Users will be required to turn in receipts within five (5) days of purchase to the Local School Bookkeeper.
4. Invoices received which do not have a purchase order number will not be the responsibility of the Dale County Board of Education; the person placing the order has sole responsibility for payment in such cases and may be subjected to discipline or termination.

"Blanket" purchase orders may be issued by the Bookkeeper to vendors from whom materials are purchased on a regular basis. This blanket purchase order will be valid only during the month in which it is issued. When a blanket purchase order is used, each invoice shall not exceed \$1,000.00, and total purchases for a blanket purchase order shall not exceed \$10,000.00.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-13A-5; 16-13A-6

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-13A-5; 16-13A-6

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

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HISTORY:

ADOPTED: Dec 16, 2008
REVISION DATE(S): Nov 20, 2018
FORMERLY: DJEG