

7.65 - Purchase Orders

Purchase Orders

PURCHASE ORDERS

7.65

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

1. A purchase order is obtained from the Central Office by submitting a requisition in three (3) parts following approved procedures.
1. 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.
1. Only the Purchase Order Clerk is authorized to order items requiring a purchase order.
1. Invoices received which do not have a purchase order number will not be the responsibility of the Alexander City Board of Education; the person placing the order has sole responsibility for payment in such cases.

“Blanket” purchase orders may be issued by the Purchase Order clerk 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 unless otherwise approved by the Superintendent. Total purchases for a blanket purchase order shall not exceed \$100.00.

REFERENCE(S):

CODE OF ALABAMA

16-13A-5, 16-13A-6

HISTORY:

ADOPTED: AUGUST 12, 1997

REVISED: JULY 13, 2010

FORMERLY: DJEG