

Wilson County Board of Education

Policy Description:

Purchase Orders and Contracts

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2.808

Amended Date:

06/04/07

Rescinds: 600.1

Issued:

09/03/92

1 **GENERAL**

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3 All purchases made by the school system shall be by purchase order or formal contract, and no purchase shall
4 be made nor payment approved unless covered by an approved purchase order.

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6 All purchase order requests at the school shall include the signatures of the principal. All purchase order
7 requests for system wide shall include the signature of the director of school or his/her designee. A purchase
8 order request shall be considered void and no purchase order number assigned unless all applicable signatures
9 are affixed. It shall be the responsibility of the requestor to inform a vendor that no agreement to purchase an
10 item(s) has been made, either factually or implied, until all required approvals have been made.

11
12 Purchase orders will include the following essentials:

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14 1. A specification which adequately describes to the supplier the characteristics and the quality standards
15 of the item required;
16 2. A firm, quoted, net delivered price, whenever possible; and
17 3. Signature of the purchasing agent.

18
19 Contracts shall be made only with responsible suppliers with the following considerations:

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21 1. The supplier has the potential ability to perform successfully under the terms and conditions of a
22 proposed procurement;
23 2. A system for contract administration shall be maintained to assure supplier conformance with terms,
24 conditions, and specifications of the contract or purchase order and to assure adequate and timely
25 follow-up of all purchases;
26 3. Contracts shall contain such provisions or conditions which will allow for administrative, contractual, or
27 legal remedies in instances where suppliers violate or breach contract terms and provide for such
28 sanctions and penalties as may be appropriate;
29 4. All contracts, including those of individual schools, will meet all requirements of state and federal laws,
30 rules, and regulations.¹
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¹ TCA 49-2-203(a)(4); OMB Circular A102-0,(7),(8),(9), 1977; Tennessee Internal School Uniform Accounting Policy Manual, Section 5-11; TCA 49-2-206(b)(2)