



Business Services
1305 East Vine Street
Lodi, California 95240

TO: Vendors, Suppliers, Contractors, Merchants, Service Providers

FROM: Leonard Kahn
Chief Business Officer

DATE: July 1, 2017 – June 30, 2018

RE: Purchase Orders

A purchase order issued by the Lodi Unified School District is the only valid contractual agreement authorizing the purchase of goods, materials, supplies or services under the California Education Code.

The purchase order indicates the items or services to be purchased with a dollar limitation. Other specific information, such as persons authorized, delivery date required, etc. may be indicated on the face of the order. The liability of the district is limited only to the information stated on the purchase order.

If a purchase is made without a purchase order on behalf of the district, the vendor will be required to contact the person making the unauthorized purchase as all liability of payments will become the responsibility of the individual requesting the goods or services and not the responsibility of Lodi Unified School District.

In the case of contracts, the only authorized signatures on behalf of the Board of Education are those of the Superintendent and the Chief Business Officer. All other signatures are considered invalid and may render the contract void and unenforceable.

Please check the purchase order at the time of sale to verify proper use.

If there are any questions regarding the use of purchase orders or persons authorized, please contact the Lodi Unified School District Purchasing Department at (209) 331-7160.

cc: Superintendent's Cabinet, Leadership
All Lodi Unified School District Employees