

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

PURCHASE ORDERS

7.15.1

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

- I. Purchase orders are obtained from the Central Office by submitting a requisition in three parts as follows:
 - A. White copy – to Central Office;
 - B. Pink copy – submitted to Central Office after purchases have been received; and,
 - C. Yellow copy – retained by person submitting requisition.
- II. 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.
- III. Only the Purchase Order Clerk is authorized to order items requiring a purchase order.
- IV. Invoices received which do not have a purchase order number will not be the responsibility of the Daleville City Board of Education. The person placing the order will have sole responsibility for payment.
- V. “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. In these instances, each invoice shall not exceed \$100.00, and total purchases for a blanket purchase order shall not exceed \$500.00

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: October 10, 2007
REVISION DATE(S): _____
FORMERLY: NEW**