

ADMINISTRATIVE REGULATION

No. 606(c)

Board of Trustees Douglas County School District

FINANCES

PROCUREMENT TYPES

1. Purchase Orders:

- A. A purchase order is a legal document governed by the Law of Contracts and the Nevada Revised Statutes Chapters 332, 334 and 338. When a purchase order is issued accepting a vendor's offer, a contractual relationship arises. This contract permits the vendor to ship and invoice goods and/or services, and commits the Douglas County School District to receive and pay for said goods and/or services.
- B. All ordinary and necessary supplies, equipment, and services must be purchased utilizing the approved electronic purchase order system. Before beginning the purchase order process, the following shall be considered:
 - (1) All purchase requisitions must be approved by the designated Site Administrator or Classified Supervisor with valid budget authority.
 - (2) All requisitions for computer and technology items, other than disposable supplies, shall be reviewed with and approved by the Director of Information Technology.
 - (3) Review Warehouse Stock to see if an item is presently under contract or available through the in-house requisition system. Requisition internally stocked items prior to purchasing similar items from an outside source.
 - (4) Funds must be available in the appropriate budget category to enter the purchase order and before it is issued to the vendor.
 - (5) The Chief Financial Officer (or assigned designee) shall have the sole authority and responsibility for the issuance of purchase orders.

2. Confirming Purchase Orders:

A confirming purchase order shall only be utilized by the Chief Financial Officer (or assigned designee) as a letter of intent, without having a valid purchase order number, in order to commence a legal and binding contract agreement.

3. Procurement Card:

A Procurement Card is any credit card issued by an approved vendor, as determined by the Chief Financial Officer, for purchases of goods and services for the sole benefit of the District. An employee is eligible to utilize a card if they meet all requirements listed in the Business Services Procurement Card Process Manual. All policies and procedures in this regulation must be followed without fail or card privileges may be suspended or revoked.

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4. Petty Cash:

Petty Cash purchases are governed by AR606(e).

Any employee of the District who purchases supplies, materials, equipment, or services on the credit of the District, or in any manner other than as authorized by this policy and the Business Services Procurement Card Process Manual, may be subject to personal liability for said purchase(s).

See Policy related to this Administrative Regulation

AR606(a)

AR606(b)

AR606(e)

Date Adopted: 8/10/10

Date Revised: 8/15/15