



FABENS INDEPENDENT SCHOOL DISTRICT
BUSINESS OFFICE

To: Fabens ISD Employees

Cc: Fabens ISD Business Department
Fabens ISD Vendors and Contractors

From: Martin Torres, Assistant Superintendent of Business & Operations *MT*

Date: September 26, 2022

Subject: Purchase Orders

The Fabens Independent School District utilizes purchase orders to set clear expectations of items being purchased, manage orders, assist in budgeting, ensure, and protect vendors with a legal and binding document. Purchase orders will also assist the district in maintaining proper audit trails.

Therefore, **effective October 1, 2022**, vendors, contractors, and/or entities entering into a monetary agreement with the Fabens Independent School District will be required to have the following:

1. An executed and approved purchase order assigned to the organization by the Fabens Business Office or
2. Are required to receive payment upon receipt through a Fabens ISD payment method.

Verbal or written commitments by unauthorized district personnel **will not** be honored and the unauthorized individual could be held personally and legally bound to the vendors for unauthorized purchases.

All purchase orders and contracts must be signed by the Superintendent of Schools or the Assistant Superintendent of Business and Operations. All other executed contracts **after October 1, 2022**, placed directly by a department or individual that violates these requirements may not be valid and may not be honored by Fabens Independent School District. No sole person nor individual has the authority to commit to services or purchase materials without preauthorization and preapproval from the district signing officials.

Please contact Martin Torres at matorres@fabensisd.net for any questions or concerns.