

## CHAPTER 11

### **PURCHASE ORDERS**

#### 11-1 **PURPOSE**

The Purchase Order is a computer generated document prepared by the Purchasing Department to place orders with vendors based on a purchasing process coordinated by the Purchasing Department. This document is a legally binding contract and will serve as the basis for an order, receiving report and payment voucher. It provides an audit trail for transactions processed by the Purchasing Department on behalf of all schools and departments.

#### 11-2 **LIMITATION**

There is no limitation on the amount for which a purchase order may be issued.

#### 11-3 **DISTRIBUTION**

The Purchase Order shall be dispatched or sent to the vendor electronically by either email or fax; whichever the vendor prefers. No copies of purchase orders will be provided.

#### 11-4 **SIGNATURE**

The vendor and Purchasing Department copies will be signed and approved electronically. Authority levels for approvals are:

Up to \$25,000	-	Purchasing Agent
Up to \$50,000	-	General Manager of Purchasing/Purchasing Director
Up to \$100,000	-	Chief Financial Officer
Over \$100,000	-	Superintendent of Schools

#### 11-5 **PURCHASE ORDER WAIVER**

The Director of Purchasing may approve a payment to be made without a purchase order when deemed appropriate and in the best interest of the District.