

# Houston County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Purchase Orders and Contracts</b>	Descriptor Code: <b>2.808</b>	Issued Date: <b>09/09/24</b>
		Rescinds:	Issued: <b>08/10/15; 10/11/99</b>

All purchases made by the school district shall be by purchase order or formal contract, and no purchase shall be made or payment approved unless covered by an approved purchase order. The appropriate Federal Program Supervisor shall first approve any purchases or contracts that expend Federal Funds.

Purchase orders will include the following essentials:

1. A specification which adequately describes to the supplier the characteristics and the quality standards of the item required;
2. A firm, quoted, net delivered price, whenever possible; and
3. The signature of the purchasing agent.

Contracts shall be made only with responsible suppliers with the following considerations:

1. The supplier has the potential ability to perform successfully under the terms and conditions of a proposed procurement;
2. A system for contract administration shall be maintained to assure supplier conformance with terms, conditions, and specifications of the contract or purchase order and to assure adequate and timely follow-up of all purchases;
3. Contracts shall contain such provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where suppliers violate or breach contract terms and provide for such sanctions and penalties as may be appropriate; and
4. All contracts, including those of individual schools, will meet all requirements of state and federal law.<sup>1</sup>

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Legal References

1. [TCA 49-2-203\(a\)\(3\); Internal School Funds Manual, Section 5-10; TCA 49-2-206\(b\)\(3\)](#)

Cross References

Consultants 1.303  
Purchasing 2.805  
Requisitions 2.807  
Credit Cards/Credit Lines 2.8051  
Conflict of Interest 5.601

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