



Troup County School System

RECOMMENDED PROVIDER FORM

For all purchases of \$10,000 or more: complete all fields and attach form with quotes to requisition. (Refer to Board Purchase Order Procedures on Page 2.)

Location/Department: \_\_\_\_\_

Description of Purchase: \_\_\_\_\_

Recommended Provider: \_\_\_\_\_

Current TCSS Vendor? Yes (Vendor # \_\_\_\_\_ ) No (Attach W-9)

Funding Source/Acct Number: \_\_\_\_\_

Quote / Bid Summary

(include all vendors contacted, even if a quote was not provided):

Table with 5 columns: Vendor Name, Bid Date, Description of Purchase, Total Amount, Recommend Y/N. Rows 1-4.

- Sole Source Provider - provider is the ONLY known source for unique products & services with no other options available. Requires additional approval signature - Superintendent or CFO.
Single Source Provider - circumstances dictate use of the vendor despite other potential options (e.g., availability, timeliness, etc.). Requires additional approval signature - Superintendent or CFO.

Justification for Provider Selection (required for all purchases of \$10,000 or more):

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Cost Center Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Single/Sole Source Approval (Superintendent or CFO): \_\_\_\_\_

**PURCHASE ORDER PROCEDURES**  
**TCSS Board Regulation DJE-R (revised 10/24/2024)**

1. Purchase orders must be entered in the Financial Software and approved before orders are placed. **All purchases should be made with effort to provide the best value to the system.**
2. Purchase orders under \$10,000 may be approved by the facility principal or department head (cost center managers).
3. Purchase orders totaling between \$10,000 and \$24,999 must also be approved by the Chief Financial Officer (Superintendent's designee).
  - Contracts for purchases of \$10,000 and above must be attached to the requisition to be reviewed and signed by the CFO (with counsel of School Board Attorney as needed).
  - All requisitions must include the "Recommended Provider" Form (with Sole Source or Single Source documentation provided when applicable).
  - All quotes received for the purchase must be attached to the requisition.
  - All required documentation should be attached to the requisition before it is released for approval. (NOTE: if the appropriate documentation is not attached, the requisition will be denied and sent back for re-submission.)
  - Advertisement of quotes/proposals/bids should be placed on the TCSS website.
4. In addition to the CFO's approval, purchase orders totaling between \$25,000 and \$49,999 must also be approved by the Superintendent.
5. In addition to the CFO and Superintendent's approvals, purchase orders totaling \$50,000 or more must also be approved by the Board as an official Board Agenda item. Attach the appropriate Board Agenda documentation to the requisition.
6. Purchases of over \$100,000 require advertisement on the Georgia Procurement Registry for at least 28 calendar days (<https://ssl.doas.state.ga.us/gpr/>) if not a state listed vendor.
7. Only those items included on a Purchase Order will be paid from that Purchase Order. Any changes in items, quantities or prices should be updated via Purchase Order Change Orders in the Financial Software.
8. Estimate shipping costs carefully or have the vendor quote shipping. Purchase order total should always reflect the total cost of the items including shipping or other service charges.

The source of funds does not waive the requirement to properly manage and account for funds entrusted to TCSS. Funding sources include but are not limited to: appropriated state and local revenue in the operating budget, federal grant funds including Title funds, grant funds from all other sources, and internal student activity funds. Therefore, regardless of funding source, no purchase will be made in the name of a school without a Purchase Order that has been through the workflow process and approval from the appropriate designees has been completed.

Purchases made from school internal accounts shall use the school system's Financial Software to complete a Purchase Order. Schools must have funds to cover expenses and payments will only be paid from invoices. All fiscal year invoices must be cleared at the conclusion of the fiscal school year of June 30th. Checks for payment of invoices are written weekly unless other arrangements are made in advance.

NOTE: Failure to comply with the above procedures could result in liability on the part of the purchaser to pay for the purchased items. Examples are purchases made over the phone without prior approval or when invoices are received from vendors before Purchase Orders are approved and on file in the Financial Software.

Large delivery items and back orders should be cleared as soon as possible. Cancel Purchase Orders after 30 days and reorder. When a Purchase Order is canceled or items are returned, notify the Central Office in writing and attach a copy of correspondence sent to the vendor. This is necessary in order to give proper credits when received from the vendor. Final Purchase Orders issued near the end of the year must be invoiced on or before June 30 to be included in the current fiscal year. No monies will be carried into the new fiscal year without being deducted from the new budget, unless prior authorization is granted by the Superintendent or designee.

There shall be no exceptions to the General Purchasing Policies except as granted in writing by the Superintendent or designee.

An emergency is defined as an eventuality that:

1. Cannot reasonably be foreseen;
2. Demands correction by immediate action; and
3. If not corrected, may endanger students and/or others, or result in an economic loss to the school system.

A lack of prior planning may create issues, but such does not constitute an emergency under this regulation.

Whenever possible, and for all purchases of \$10,000 and greater, competitive quotations will be solicited before obligating the school system.