

Bartlett City Board of Education		2018
Descriptor Term: PURCHASE ORDERS AND CONTRACTS	Descriptor Code: Fiscal Management	Issue Date: 02/27/2014
	Rescinds:	Revised:

1 All purchases made by the district shall be by purchase order or formal contract, and no purchase
2 shall be made nor payment approved unless covered by an approved purchase order.

3 Purchase orders will include the following essentials:

- 4 1. A specification which adequately describes to the supplier the characteristics and the
5 quality standards of the item required;
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- 7 2. A firm, quoted, net delivered price, whenever possible; and
8
- 9 3. Signature of purchasing agent.
10

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

- 12 1. The supplier has the potential ability to perform successfully under the terms and
13 conditions of a proposed procurement;
14
- 15 2. A system for contract administration shall be maintained to assure supplier conformance
16 with terms, conditions, and specifications of the contract or purchase order, and to assure
17 adequate and timely follow-up of all purchases;
18
- 19 3. Contracts shall contain such provisions or conditions which will allow for administrative,
20 contractual, or legal remedies in instances where suppliers violate or breach contract
21 terms, and provide for such sanctions and penalties as may be appropriate.
22
- 23 4. All contracts, including those of individual schools, will meet all requirements of state and
24 federal laws, rules, and regulations.¹

¹ T.C.A. §49-2-203(a)(3); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-10; T.C.A. §49-2-206(b)(2)