

MANAGEMENT SUPPORT SERVICES

Purchasing: Authorization and Control

Purchase orders will be approved by the Superintendent or designee. As a minimum, purchase orders will provide the following information:

- A. Name of school, department and originator, and date originated;
- B. School department or person to which material or service is to be delivered;
- C. Budget year;
- D. Specifications of equipment items (manufacturer, stock number, etc.);
- E. Estimated cost based on latest price; and
- F. Authorizing signature.

The Business Office will prepare a purchase order from the original request.

Upon placement of a purchase order, the business office will encumber the expenditure against a specific budget line item to guard against the creation of liabilities in excess of revenues.