

PURCHASE ORDERS

7.65

Purchase orders are required by the Henry County Board of Education for all materials, equipment and supplies paid for out of all funds of the Henry County Board of Education. The following procedures must be followed:

1. A purchase order is obtained from the Central Office by submitting a requisition in three (3) parts as follows: white copy – to Central Office; pink copy –submitted to Central Office after purchases have been received; and, yellow copy – retained by the person submitting the requisition.
2. Special instructions should be noted on the requisition in such a way as to be easily detected by the Purchase Order Clerk or school secretary.
3. Only the Purchase Order Clerk is authorized to order items requiring a purchase order.
4. Invoices received which do not have a purchase order number will not be the responsibility of the Henry County Board of Education; the person placing the order has sole responsibility for payment in such cases.

“Blanket” purchase orders may be issued by the Purchase Order clerk to vendors from whom materials are purchased on a regular basis. This blanket purchase order will be valid only during the month in which it is issued. When a blanket purchase order is used, each invoice shall not exceed \$100.00, and total purchases for a blanket purchase order shall not exceed \$500.00.

REFERENCES:

**CODE OF ALABAMA
16-13A-5; 16-13A-6**

HISTORY:

**ADOPTED: OCTOBER 11, 2007
REVISED: JULY 18, 2013; _____
FORMERLY: DJEG**