

Marion County Board of Education

Monitoring:

Descriptor Term:

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**Review:
Annually,
in January**

Purchase Orders and Contracts

2.808

05/18/10

Rescinds:

Issued:

2.808

04/24/01

GENERAL GUIDELINES: Purchase Orders

All routine, special, and emergency purchases shall be by purchase order unless non-acceptance is documented by a specific vendor.

Purchase order requests shall reflect compliance with board policy bid limits as documented per the requisition for purchase.

Purchase orders shall reflect the authorized signature of the finance director representing the existence of unencumbered funds available to liquidate the obligation.

The director of schools or board chairperson shall approve the purchase order as purchasing agent of the school system.

GENERAL GUIDELINES: Contracts

Contracts shall be used for frequent purchases of a recurring nature, when prices are to be guaranteed for a specific number of times or for a specific time period, for construction, and for services to be rendered.

No contracts may be authorized or executed which exceeds an appropriation of available funds.

All contracts, including those of individual schools, shall meet all requirements of federal, state, and local laws, rules, and regulations. 1

The executive committee shall advertise for bids and let contracts authorized by the Board.

Legal References:

1. TCA 49-2-203(a)(3); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-11; TCA 49-2-206(b)(2)