

Hardin County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Purchase Orders and Contracts	Descriptor Code: 2.808	Issued Date: 05/09/11
		Rescinds: 2.808	Issued: 11/04/02

1 *General*

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3 All purchases made by the school system shall be by purchase order or formal contract, and no purchase
4 shall be made nor payment approved unless covered by an approved purchase order.

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6 All purchase orders for necessary supplies, services, and equipment shall be issued by the director of
7 schools director or designee. No purchase shall be made, nor payment approved, unless covered by
8 an approved purchase order, nor shall bills be submitted to the Board for approval unless purchased by
9 approved orders.

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11 All purchase orders shall be carefully controlled including: numbering and dating of purchase order,
12 storage of blank forms and purchase order copies and requisition copies, accounting for purchase orders,
13 the distribution system, and the information contained on purchase orders.

14
15 Purchase orders will include the following essentials:

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17 1. A specification which adequately describes to the supplier the characteristics and the quality
18 standards of the item required;
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20 2. A firm, quoted, net delivered price, whenever possible; and
21
22 3. Signature of purchasing agent, director of schools and/or his designee.

23
24 Contracts shall be made only with responsible suppliers with the following considerations:

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26 1. The supplier has the potential ability to perform successfully under the terms and conditions of
27 a proposed procurement;
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29 2. A system for contract administration shall be maintained to assure supplier conformance with
30 terms, conditions, and specifications of the contract or purchase order, and to assure adequate
31 and timely follow-up of all purchases;
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33 3. Contracts shall contain such provisions or conditions which will allow for administrative,
34 contractual, or legal remedies in instances where suppliers violate or breach contract terms, and
35 provide for such sanctions and penalties as may be appropriate.
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37 4. All contracts, including those of individual schools, will meet all requirements of state and federal
38 laws, rules, and regulations.¹

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40 Legal References:

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