

Regulation

PURCHASE ORDERS

The Ventnor Board of Education establishes the following approval process for any remittance of payment for invoice amounts greater than the approved purchase order issued by the Board Secretary/Business Administrator:

- A. The board hereby authorizes the Board Secretary/ Business Administrator to approve changes in the original amount of purchase orders not to exceed 10% of the amount specified on the purchase order without issuing a new purchase order.
- B. In no instance shall an adjustment be made to a purchase order that changes the purpose or vendor of the original purchase order or a bid award price.
- C. In no instance shall an adjustment to a purchase order exceed 10 percent of the original purchase order dollar amount.
- D. If the adjustment exceeds the threshold established in "A" above, a new purchase order must be issued and the original purchase order voided.
- E. Financial systems shall be programmed to:
 - 1. Limit system access so that only appropriate business office staff may make purchase order adjustments,
 - 2. Reject adjustments in excess of any established approval thresholds;
 - 3. Prevent unauthorized changes to be processed;
 - 4. Reject payments where the sum of the invoice amount plus any previous invoices charged to the purchase order exceeds the sum of the original purchase order amount plus any authorized adjustments;
 - 5. Reject duplicate purchase order numbers;
 - 6. Reject duplicate invoice numbers; and
 - 7. Prepare an edit/change report listing all payments made in excess of the originally approved purchase order amount.

The Board Secretary/Business Administrator shall review on a monthly basis edit/change reports listing all payments made in excess of the originally approved purchase order amount to ensure that all payments made are properly authorized.