CHAPTER 11

PURCHASE ORDERS

11-1 PURPOSE

The Purchase Order is a computer generated document prepared by the Purchasing Department to place orders with vendors based on a purchasing process coordinated by the Purchasing Department. This document is a legally binding contract and will serve as the basis for an order, receiving report and payment voucher. It provides an audit trail for transactions processed by the Purchasing Department on behalf of all schools and departments.

11-2 LIMITATION

There is no limitation on the amount for which a purchase order may be issued.

11-3 DISTRIBUTION

The Purchase Order shall be dispatched or sent to the vendor electronically by either email or fax; whichever the vendor prefers. No copies of purchase orders will be provided.

11-4 SIGNATURE

The vendor and Purchasing Department copies will be signed and approved electronically. Authority levels for approvals are:

- Up to $25,000 - Purchasing Agent
- Up to $50,000 - General Manager of Purchasing/Purchasing Director
- Up to $100,000 - Chief Financial Officer
- Over $100,000 - Superintendent of Schools

11-5 PURCHASE ORDER WAIVER

The Director of Purchasing may approve a payment to be made without a purchase order when deemed appropriate and in the best interest of the District.