

DJEG PURCHASE ORDERS AND CONTRACTS

DJEG

The purchasing agent shall develop an order form compatible with the requisition form to be used in purchasing goods for the district.

APPROVED: August 6, 1973

REVIEWED: May 8, 2000

REVIEWED AND APPROVED: December 12, 2011

DJEG-R PURCHASE ORDERS AND CONTRACTS

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Purchase orders shall include the following essentials:

A specification of the time which adequately describes to the supplier the characteristics and the quality standards; a quoted, firm, net, delivered price whenever possible, and prices shown both per unit and as extended; clear delivery instructions which include time and place; and signature of the purchasing agent and budget account code number.

All purchase orders shall be numbered in sequence; sufficient copies will be made to meet distribution requirements.

A verbal order, subject to subsequent confirmation by a written purchase order, may be issued only in cases where a bona fide emergency situation exists. A purchase order number should be given to the supplier. A confirming requisition/purchase order shall be issued immediately thereafter and clearly marked as such.

CAPITAL EQUIPMENT PURCHASING AUTHORITY

The board may grant approval to purchase capital equipment within the statutory limits of the State of Kansas.

APPROVED: August 6, 1973

AMENDED: November 18, 1991

REVIEWED: May 8, 2000

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