

TERRELL COUNTY BOARD POLICY
Fiscal Management
Requisitions/Purchase Orders

Descriptive Code: DJEF
Issue Date: 12/2009
Rescinds Code: DJEF
Issued: 1/1997

All purchases by the Terrell County School System will be made through the central office on written purchase orders with the exception of program purchases by the following directors: Special Education, Title I, Vocational, WIA, Lunchroom, and Curriculum. This shall include those purchases made by competitive bidding and those made without such action excluding food purchases. All purchases will be approved by superintendent or appropriate program director.

Principals and teachers are not allowed to make purchases in the name of the school system without an authorized purchase order.

A copy of the invoice for all orders must be presented to the central office bookkeeping department. Payment will not be made until the invoice is dated, signed and returned to the Superintendent's office.