

Germantown Municipal School District

Monitoring: Review: Annually, in September	Descriptor Term: Purchase Orders	Descriptor Code: 2.808	Issued Date: 06/19/17
		Rescinds:	Issued: 05/05/14

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

3 Prior to being issued, a purchase requisition requires two levels of approval (a department head and the
4 designated purchasing specialist). Additional bids are required for purchases in excess of \$500 for
5 individual schools.

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8 Purchase orders will include the following essentials:

- 9 1. A specification which adequately describes to the supplier the characteristics and the quality
10 standards of the required item;
- 11 2. A firm, net delivered price, whenever possible; and
- 12 3. Signature of the Purchasing Specialist

Purchase orders of \$100,000 or more must be approved by the Board of Education.