

Board Policy DJEG: Purchase Orders and Contracts

Status: ADOPTED

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LOCAL SCHOOL CONTRACTS AND PURCHASE ORDERS

I. Local School Contracts

All contracts of the Board, unless specified otherwise by law, shall be signed by the Superintendent as the Secretary Ex-Officio of the Board or as Superintendent of Schools.

The Superintendent may designate in writing certain administrators to sign contracts of the Board. All contracts must be legally enforceable, conform with the laws of Georgia and not expose the District to any unreasonable legal exposure.

The Superintendent grants limited authority to the School Principal to make purchases of or to contract to purchase materials, supplies, equipment, and services (including the leasing of equipment) necessary for educational programs at that Principal's school (the "Local School Contracts"). Subject to prior approval of the Local School Contract by the Office of Legal Affairs, Local School Contracts of \$5,000.00 or less may be signed by the Principal. Copies of every Local School Contract executed shall be delivered to the Purchasing Department within five business days after execution.

However, School Principals do not have the authority to purchase or enter into Local School Contracts to purchase or lease when:

- The contract has not been reviewed and prior approved by the Office of Legal Affairs.
- The contract is for goods or services with a purchase price in excess of \$5,000.00

II. Purchase Orders

The purchase order system shall be managed by the Purchasing Department. All purchases, whether for products or services, must be supported by an official District purchase order with a valid purchase order number or District authorized purchasing card. All purchases should be in the form of a purchase order signed by the designated District official with the appropriate level of signature authority.

Any purchase made contrary to these established regulations may result in disciplinary action, up to and including termination. Any purchase made contrary to these established regulations may be null and void and the District may not be bound thereby.
