DJEG Purchase Orders and Contracts (See DJEJ and DJFAB) DJEG

The purchasing agent shall develop an order form compatible with the

requisition form to be used in purchasing goods, and shall be authorized to sign

all purchase orders.

Unless a purchase is made with a district-issued credit card, no

purchase will be made without a purchase order or payment request form.

Each purchase order shall include a specification of the item which

adequately describes 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; a

signature of the purchasing agent and budget account code number; and the

appropriate address and telephone 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 exists.

Whenever possible, 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.

Approved: 7/24/17

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