DJEG Purchase Orders and Contracts DJEG

The director of business operations shall develop an order form com-

patible with the requisition form to be used in purchasing goods, and shall be

authorized to sign all purchase orders.

Approved: January 26, 2004

DJEG-R **Purchase Orders and Contracts** DJEG-R

Each purchase order shall include:

A specification of the item which adequately describes the charac-

teristics and the quality standards; a quoted, firm, net, delivered price, when-

ever 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 cop-

ies 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 ex-

ists. Whenever possible, a purchase order number should be given to the sup-

A confirming requisition/purchase order shall be issued immediately

thereafter and clearly marked as such.

Approved: January 26, 2004

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