
Purchasing: Authorization and Control – 6210P

All purchase orders shall be approved by the building principal or program director. As a minimum, purchase orders shall provide the following information:

- A. name of school, department, originator, and date originated;
- B. school department or person to which materials are to be delivered;
- C. budget year;
- D. specifications of equipment items (manufacturer, stock number, etc.); and
- E. estimated cost based on latest price.

The originator of the purchase order shall retain one copy as a file copy. The original and remaining copies will be sent to the business office for final approval. Upon placement of a purchase order, the business office shall encumber the expenditure against a specific budget line item to guard against the creation of liabilities in excess of revenue.

Materials for preview will be minimized and done with a purchase order in conjunction with detailed instructions from the business office.