

Weakley County Board of Education



Monitoring:

Descriptor Term:

Purchase Orders and Contracts

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2 *General*

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

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7 Purchase orders will include the following essentials:

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9 1. A specification which adequately describes to the supplier the characteristics and the
10 quality standards of the item required;

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12 2. A firm, quoted, net delivered price, whenever possible; and

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14 3. Signature of purchasing agent.

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16 Contracts shall be made only with responsible suppliers with the following considerations:

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18 1. The supplier has the potential ability to perform successfully under the terms and
19 conditions of a proposed procurement;

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21 2. A system for contract administration shall be maintained to assure supplier conformance
22 with terms, conditions, and specifications of the contract or purchase order, and to assure
23 adequate and timely follow-up of all purchases;

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25 3. Contracts shall contain such provisions or conditions which will allow for administrative,
26 contractual, or legal remedies in instances where suppliers violate or breach contract
27 terms, and provide for such sanctions and penalties as may be appropriate; and

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29 4. All contracts, including those of individual schools, will meet all requirements of state
30 and federal laws, rules, and regulations.¹

Legal Reference:

¹ TCA 49-2-203(a)(3); Tennessee Internal School Uniform Accounting Policy Manual; Section 5-10; TCA 49-2-206(b)(2)