

**DJEG Purchase Orders and Contracts**

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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.

Approved: November 10, 2003

**DJEG-R Purchase Orders and Contracts**

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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 with a purchase order number obtained from the purchasing agent may be made but shall be subject to subsequent confirmation by a written purchase order only in cases where a bona fide emergency exists. In these emergency situations, a purchase order number shall be given to the supplier. A confirming requisition with a copy of the appropriate purchase order number affixed shall be issued immediately thereafter and clearly marked as such. (Forms may be obtained at the board office.)

The district's attorney shall review all contracts/leases agreements and will initial or stamp any changes. The board may require the attorney to provide

the board with a summary of findings and recommendations. A contract/lease shall not be valid until it is reviewed and approved by the board, signed by the president of the board and attested to by the clerk.

Elected or non-elected staff who make a purchase or who sign a contract/lease agreement without following policy requirements for purchase orders or contracts/lease agreements makes the purchase or contract/lease agreement as an individual and not as a representative of the board. The board shall not accept any responsibility for paying for purchases or contracts/lease agreements made under these circumstances unless, or until, the purchase order or contract/lease agreement is approved as provided for in policy.

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