

**DJEG PURCHASE ORDERS AND CONTRACTS**

**DJEG**

The purchasing agent shall develop an order form compatible with the requisition form to be used in purchasing goods for the district.

**APPROVED: August 6, 1973**

**REVIEWED: May 8, 2000**

**REVIEWED AND APPROVED: December 12, 2011**

**DJEG-R PURCHASE ORDERS AND CONTRACTS**

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Purchase orders shall include the following essentials:

A specification of the time which adequately describes to the supplier 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; and signature of the purchasing agent and budget account code 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 situation exists. 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.

**CAPITAL EQUIPMENT PURCHASING AUTHORITY**

The board may grant approval to purchase capital equipment within the statutory limits of the State of Kansas.

**APPROVED: August 6, 1973**

**AMENDED: November 18, 1991**

**REVIEWED: May 8, 2000**

**REVIEWED AND APPROVED: December 12, 2011**