

Policy: Purchase of Materials

Warned: March 12, 1987

Adopted: March 25, 1987

Revised:

Reviewed: September 17, 1992

Purchase orders, verbal or otherwise, made by South Royalton School teachers, groups, or individuals, shall not be expected to be honored, or to be paid for, unless they are properly executed by the following method:

1. A written request, before a purchase order is made, will be presented to the Principal. This will be signed by the Principal to indicate that he approves the purchases, provided there are funds available. He will submit the request to the Business Manager.
2. The Business Manager will prepare the purchase order, and sign it after ascertain that there are funds available.
3. When the order is received, it will be checked against the invoice and purchase order; if all is in good condition, the invoice and pink copy of the purchase order will be processed for payment by the Business Manager. The pink copy must be signed by the receiver indicating that the invoice may be paid.