

## **PURCHASING PROCEDURES**

1. The Board requires that an amount be appropriated and available for each purchase and that all purchases be legally documented on purchase orders properly authorized by the Secretary-Treasurer or designate. Only by this procedure and upon full receipt of goods or the successful completion of services may the Board be bound to any expenditure.
2. The Division will be committed for a purchase only when the purchase is coordinated through the Secretary-Treasurer's Department consistent with the established policies and practices.
3. The materials, equipment, supplies and/or services to be purchased shall be of the quality required to serve the function in a satisfactory manner, as determined by the requisitioner.
4. It is the responsibility of the requisitioner to provide an adequate description so that specifications can be prepared and the desired commodity and/or service procured. A source of supply should be included on requisitions for specialty or unusual items.
5. The purchase order will include the following essentials:
  - A specification which adequately describes to the supplier the characteristics and the quality standards of the item required,
  - A firm quoted, net, delivered price, whenever possible. Prices shall be shown per unit and extended,
  - Clear delivery instructions, including place and time,
  - Signature of Secretary-Treasurer or designate,
  - Account number.
6. Confirmation Orders

Verbal orders subject to subsequent confirmation by a written purchase order may be issued only in cases where a bona fide emergency situation exists which can be handled only by this procedure.

*Accomplish Anything*

Adopted	Reviewed	Revised	Page
6/302/05			1 of 1