

Morgan County Board of Education

Descriptor Term:

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DJEG

06/06/94

Purchase Orders and Contracts

Rescinds:

Issued:

1 All purchases made by the school system shall be by purchase order or formal contract, and no purchase
2 shall be made nor payment approved unless covered by an approved purchase order.
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4 Purchase orders will include the following essentials:
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- 6 1. A specification which adequately describes to the supplier the characteristics and the quality
7 standards of the item required;
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- 9 2. A firm, quoted, net delivered price, whenever possible; and
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- 11 3. Signature of purchasing agent.
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13 Contracts shall be made only with responsible suppliers with the following considerations:
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- 15 1. The supplier has the potential ability to perform successfully under the terms and conditions of a
16 proposed procurement;
- 17 2. A system for contract administration shall be maintained to assure supplier conformance with
18 terms, conditions, and specifications of the contract or purchase order, and to assure adequate and
19 timely follow-up of all purchases;
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- 21 3. Contracts shall contain such provisions or conditions which will allow for administrative, contrac-
22 tual, or legal remedies in instances where suppliers violate or breach contract terms, and provide
23 for such sanctions and penalties as may be appropriate.
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- 25 4. All contracts, including those of individual schools, will meet all requirements of state and federal
26 laws, rules, and regulations.¹
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34 Legal References:

- 35 1. TCA 49-2-203(a)(4); OMB Circular A102-0, (7), (8), (9), 1977; Tennessee Internal Financial Manual; TCA 49-2-206(b)(2).
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