

MANAGEMENT SUPPORT**Purchasing: Authorization and Control**

Purchase orders shall be approved by the site administrator with budget authority. As a minimum, purchase orders shall provide the following information:

- A. Name of school, department and originator, and date originated;
- B. School, department or person to which material is to be delivered;
- C. Budget account code;
- D. Specifications of equipment items (manufacturer, stock number, etc.);
- E. Estimated cost based on latest price; and
- F. Budget year.

The payment authorization copy of the purchase order shall be sent to the originator to be signed and returned to accounting when the goods have been received.

Upon placement of a purchase order, the business office shall encumber the expenditure against a specific budget line item to guard against exceeding the budget.

Cross reference: [Board Policy 6210](#)

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