

Dickson County of Education

Monitoring: Review: Annually, in August	Descriptor Term: Purchase Orders and Contracts	Descriptor Code: 2.808	Issued Date: 09/22/22
		Rescinds: 2.808	Issued: 04/28/22

1 *General*

2 All purchases made by the school system or any individual school shall be by purchase order,
3 Authorization for Payment, or formal contract. No purchase shall be made, nor payment approved,
4 unless covered by an approved purchase order or Authorization for Payment. Authorization for Payment
5 Forms are to be used for the purchase of services or goods which are nonrecurring in nature or such
6 items as utility payment, some travel or training expenditures, leases, maintenance agreements,
7 insurance payments, contracted services, and purchases under \$100. Documentation for Authorization
8 for Payment shall accompany the form.

9 Purchase order will include the following essentials”

- 10 1. A specification which adequately describes to the supplier the characteristics and the quality
11 standards of the item required;
- 12 2. A firm, quoted, net deliver price, whenever possible; and
- 13 3. Signature of the purchasing agent

14 Contracts shall be made only with responsible suppliers with the following considerations:

- 15 1. The supplier has the potential ability to perform successfully under the terms and conditions or
16 a 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
19 and timely follow-up of all purchases.
- 20 3. Contracts shall contain such provisions or conditions which will allow for administrative,
21 contractual, or legal remedies in instances where suppliers violate or breach contract terms, and
22 provide for such sanctions and penalties as may be appropriated.
- 23 4. All contracts, including those of individual schools, will meet all requirements of state and
24 federal laws, rules and regulations.¹
- 25 5. Contracts for amounts in excess of Fifty Thousand Dollars (\$50,000) ² shall have explicit
26 termination and liquidated damages provisions. Records for such contracts shall contain the
27 following information; justification for procurement in lieu of advertising (if applicable) and
28 the contract selection, and the basis for the cost of price negotiated.

¹ TCA 49-2-206(b)(2)

² TCA 49-2-203(a)(3)(b)

