

Series 2000 - Finance and Facility Management

Section 2200 - Internal Operations

Policy 2206 - Purchasing

The purpose of this policy is to establish the required guidelines for purchasing any goods or services for the Harrison County school system:

- 2206.1 A written purchase requisition must be submitted by the person requesting the goods or services which shall indicate with sufficient description the goods or services requested for purchase.
- 2206.2 All purchases must be made by a pre-numbered purchase order issued prior to the purchase. Emergency purchases, which cannot be made through the normal procedures, may be processed only for unforeseen circumstances and only after the express approval of the Superintendent or his/her designee has been obtained.
- 2206.3 When, in the opinion of the Superintendent, it is in the best interest of the board or when required by law, competitive bidding will be utilized. Competitive bidding shall include, at a minimum, the invitation of price and other sales conditions from more than one qualified vendor or other conditions otherwise required by law.
- 2206.4 Any employee of the board who receives purchased goods and services shall certify the receipt of said goods and services as required by the Finance Office. Any employee who receives purchased goods or services shall be responsible for verifying the accuracy of the goods or services received and shall be responsible for any disparity between items received and invoiced.

Approved by Harrison County Board of Education

Effective Date: May 21, 2002

