

## Business/Non-Instructional Operations

### Ordering Goods and Services (Purchase Orders)

The purchase order system to be fully operative and to serve as a means of budgetary control must be processed without exception from standard procedure.

The purchase order system must be considered inviolate except in case of emergency, and then only after approval of the Superintendent or the Finance Director.

Responsibility for any purchase or commitment for the disbursement of funds cannot otherwise be assumed by the Board of Education.

### Purchase Order Procedures

1. Requisition is prepared by the staff member desiring material or equipment.
2. Purchase order covering approved requisition is prepared by the school office and signed by the building principal prior to submittal to the Superintendent's office.
3. On approval of the purchase order by the Superintendent's office, distribution of copies of the purchase order is as follows:
  - **White** - mailed to vendor (Vendor's copy)
  - **Yellow** - retained by Superintendent's office (Accounts Payable copy)
  - **Pink** - returned to schools after payment (School Copy)
  - **Goldenrod** - sent to Superintendent's office by school office upon receipt of goods (Receipt Verification)
4. On receipt of merchandise or service the gold copy is returned to the Superintendent's office with indication that all merchandise or service listed on the purchase order has been received or backordered.
5. When the gold copy is received by Accounts Payable, the pink copy is returned to the school office with the appropriate billing information contained thereon.
6. Billing information on the pink copy is to be used for appropriate posting in the budget ledger maintained in the school office.
7. In the situation involving backorders, appropriate packing lists (preferably) are to be submitted to Accounts Payable to indicate that outstanding backorders have been received.

(cf. 3320 - Purchasing Procedures)

(cf. 3410 - Accounting Procedures re Accounts Payable Procedure)

(cf. 3451 - Petty Cash Funds)

Regulation approved: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS  
East Hampton, Connecticut

## **Business/Non-Instructional Operations**

### **Contracts**

All contracts between the district and outside agencies shall conform to prescribed standards as required by law.

All contracts between the district and outside agencies shall be prepared under the supervision of the Superintendent or designee, and where appropriate, subject to approval of the legal adviser to the district.

### **Affirmative Action**

The school district shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, or physical handicap or disability, either in employment practices or in the provision of benefits or services to students or employees.

Legal Reference: Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. as amended by Title IX, Equal Employment Opportunity Act

Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq. (Higher Education Act)

Connecticut General Statutes