

# Maury County

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| Monitoring:<br><b>Review: Annually,<br/>in September</b> | Descriptor Term:<br><br><b>Purchase Orders and Contracts Policy</b> | Descriptor Code:<br><b>2.808</b> | Issued Date:<br><b>06/20/22</b> |
|  |   | Rescinds:<br><b>2.808</b>        | Issued:<br><b>05/16/22</b>      |

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.

3 Purchase orders will include the following essentials:

- 4 1. A specification which adequately describes to the supplier the characteristics and the quality  
5 standards of the item required;
- 6 2. A firm, quoted, net delivered price, whenever possible; and
- 7 3. Signature of purchasing agent.

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

- 9 1. The supplier has the potential ability to perform successfully under the terms and conditions of a  
10 proposed procurement;
- 11 2. A system for contract administration shall be maintained to assure supplier conformance with  
12 terms, conditions, and specifications of the contract or purchase order, and to assure adequate  
13 and timely follow-up of all purchases;
- 14 3. Contracts shall contain such provisions or conditions which will allow for administrative,  
15 contractual, or legal remedies in instances where suppliers violate or breach contract terms, and  
16 provide for such sanctions and penalties as may be appropriate.
- 17 4. All contracts, including those of individual schools, will meet all requirements of state and  
18 federal laws, rules, and regulations.<sup>1</sup> In addition, all contracts must be approved by the Board of  
19 Education and executed by the purchasing agent and the chairman of the board.
- 20 5. Contracts and contractual services, shall be on a fiscal year basis, no commitment shall be made  
21 which extends beyond the end of the current fiscal year for which appropriations have been  
22 made by the county legislative body, except as such commitments are authorized by resolution  
23 of the county legislative body<sup>2</sup>. Since most grants require some type of match or commitment of  
24 effort by local governments and because most grants overlap different fiscal year accounting  
25 periods, all applications and acceptances of awards for grant funding must be properly  
26 authorized by resolution of the county legislative body.

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Legal References

1. TCA 49-2-203(a)(3); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-10; TCA 49-2-206(b)(2)
2. TCA 5-14-108