Metropolitan Nashville Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**Purchase Orders and Contracts**	**2.808**	
		Rescinds:	Issued:

General

All purchases made by the school district, including those of individual schools, will meet all requirements of state and federal laws, rules, and regulations. Purchases will only be obtained from responsible suppliers.

All purchases made by the school district shall be by purchase order. No purchase shall be made nor payment approved unless covered by an approved purchase order. No goods or services are to be provided to, or accepted by the school district prior to issuance of an approved purchase order. The director of schools shall define, and submit to the board for approval, any categories of purchase that are to be exempt from these requirements.

All school district purchases shall be made under the following commitments:

1. Exercise reasonable precaution against conflicts of interest.
2. Consider comparative prices based on items of similar quantity and quality.
3. Consider a balance between long-term quality and cost.

Purchase orders will include the following essentials:

1. A specification which adequately describes to the supplier the characteristics and the quality standards of the item or service required;
2. A firm, quoted, net delivered (whenever possible) price; and
3. Signature of purchasing agent (digital approval is acceptable).
4. No purchase order shall be issued that is not supported by appropriated or grant funds.

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

1. The supplier has the potential ability to perform successfully under the terms and conditions of a proposed procurement;
2. A system for contract administration shall be maintained to assure supplier conformance with terms, conditions, and specifications of the contract or purchase order and to assure adequate and timely follow-up of all purchases;

3. Contracts shall contain such provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where suppliers violate or breach contract terms and provide for such sanctions and penalties as may be appropriate; and

4. All contracts, and procedures governing the process of awarding and issuing contracts, including those of individual schools, will meet all requirements of state and federal laws, rules, and regulations.[1]

5. No work or delivery of goods shall be performed or accepted before the contract is fully executed and an approved purchase order is issued.

The director of schools shall establish a procedure for the protest/dispute of any purchase or contract executed by the school district.

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)

Cross References

Purchasing 2.805