

## CHAPTER 7.00 –BUSINESS SERVICES

### PURCHASE ORDERS

7.65

Purchase orders are required by the Henry County Board of Education for all materials, equipment and supplies paid for out of all funds of the Henry County Board of Education. The following procedures must be followed:

1. A purchase order is obtained by submitting a requisition or requested by phone.
2. Special instructions should be noted on the requisition in such a way as to be easily understood for entry.
3. Invoices received which do not have a purchase order number will not be the responsibility of the Henry County Board of Education; the person placing the order has sole responsibility for payment in such cases.

“Blanket” purchase orders may be issued to vendors from whom materials are purchased on a regular basis. This blanket purchase order will be valid during the fiscal year in which it is issued. When a blanket purchase order is used, each invoice shall not exceed \$500.00, and total purchases for a blanket purchase order shall not exceed \$2,500.00.

#### REFERENCES:

CODE OF ALABAMA  
16-13A-5; 16-13A-6

#### HISTORY:

ADOPTED: OCTOBER 11, 2007  
REVISED: JULY 18, 2013; SEPTEMBER 17, 2019; MARCH 09, 2023: \_\_\_\_\_  
FORMERLY: DJEG