

PURCHASE ORDERS

This policy is extended to provide better control of expenditures and to prevent overdrafts, therefore, whenever possible, all purchase orders will be placed through the Superintendent's Office. In cases where principals/directors have been given specific authority, orders may be placed directly by the person involved. When this is done, an official purchase order must be used and made in triplicate: one copy for the vendor; one copy for the Superintendent's Office; and one copy for the department involved. This form shall be filled in completely including price, purchases and department. All invoices shall be checked against purchase orders, and no invoice will be paid without a properly signed purchase order.

All persons who have been given authority to place orders within a specific category of the budget shall be expected to keep a record of their expenditures. The individual cost centers shall check their record of expenditures against the official records in the Superintendent's Office.

Prior to City Council approval of the budget, no expenditures except those for absolutely essential operating supplies shall be allowed without the specific approval of the Superintendent.

Legal Reference: Westbrook City Charter, Section 18

Adopted: 1/15/1962

Revised: 10/8/1986; 3/3/1999, December 14, 2005

Replaces: DJB/Ordering Goods and Services