

**TALBOT COUNTY
PUBLIC SCHOOLS
EASTON, MD 21601**

**POLICY CODE
4.7
ADOPTED: 05/22/91
REVIEWED: 06/01/10**

PURCHASING PROCEDURES

- I. The Superintendent is authorized to make expenditures and commitments in accordance with the adopted budget.
- II. The Board of Education declares its intention to purchase competitively without prejudice and seek maximum educational value for every dollar.
- III. All purchases of goods and services with Board of Education funds must be made on a properly executed purchase order. Before issuance, each purchase order will be checked to ensure that the account has not been exhausted and an appropriation will be made which will cover the expense in full. When issued, the purchase order will be registered against the appropriation. The Board will not be responsible for any purchases not made on these forms. Emergency purchases are exceptions if the circumstances are fully documented and approved by the Superintendent within three (3) work days.
- IV. Employees of the Talbot County Board of Education are prohibited from using purchase orders or similarly approved financial forms to purchase items for personal use that is not directly related to their work/employment. This is applicable in each school building as well as the central office.

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