

VIGO COUNTY SCHOOL CORPORATION  
TERRE HAUTE, INDIANA

File:     **DJFB**    

**ORDERING GOODS AND SERVICES (PURCHASE ORDERS)**

An approved purchase order or contract shall be issued covering every purchase of supplies, materials, equipment, and/or services. The Business Office, through the appropriate administrator, shall be the only unit authorized to approve and sign purchase orders.

Purchase orders shall be written for all contracts, other than employee contracts or wage obligations, involving expenditures of funds.

Adoption Date:       October 12, 1977; Revised: October 13, 1982

Legal Ref:

Cross Ref: