

FILE: DJEG

PURCHASE ORDERS AND CONTRACTS

The Jefferson Davis Parish School Board shall require, in accordance with sound principles of financial accounting, purchase orders to be prepared on all items purchased in the name of the Board. Separate purchase orders shall be prepared for each vendor involved.

An approved requisition form must be processed prior to issuance of a purchase order. No telephone orders shall be permitted, except in emergencies, in which case a confirming purchase order approved by the Superintendent of Schools shall be sent.

Contracts obligating the Board or school district shall be countersigned by the President of the Board, the treasurer, and/or appropriate personnel.

Ref: La. Rev. Stat. Ann. §[17:97](#)

Jefferson Davis Parish School Board