

Purchase Orders

Every purchase made on behalf of the District shall be made by an approved purchasing document, issued by authority of the responsible administrative officer, except those purchases made under provision of the petty cash regulations. No orders for goods or services shall be made prior to appropriate purchasing approval, except in emergency situations that pose an immediate threat to the health or safety of occupants of District facilities or to protect the District from substantial legal exposure. All purchases shall be governed by the budget.

Adopted: January 26, 1970
Revised: January 24, 1994
Revised: November 18, 2002
Revised: March 24, 2008

Tredyffrin/Easttown School District