



# SCHOOL BOARD OF POLK COUNTY

P.O. BOX 391  
BARTOW, FLORIDA 33831

1915 SOUTH FLORAL AVENUE  
BARTOW, FLORIDA 33830

(863) 534-0500 • SUNCOM 515-1321 • FAX (863) 534-0705

July 21, 2008

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General Counsel

## Administration

GAIL F. MCKINZIE, Ph.D.  
Superintendent

Contact Person: Scott Clanton  
Telephone Number: 534-0572  
Business Services Memo #09-01

## MEMORANDUM

**TO:** Principals, Career Center Directors, District Directors, Assistant Superintendents & Associate Superintendents

**FROM:** Gail F. McKinzie, Superintendent of Schools

**SUBJECT:** Confirmation and Emergency Purchase Orders

I would like to take this opportunity to remind everyone that we must make every effort to avoid unauthorized purchases. Approved purchase orders are required prior to placing any orders. Please do not place any orders with vendors based on requisitions.

Following is an excerpt from previous memorandums relative to this subject.

### CONFIRMATION AND EMERGENCY PURCHASE ORDERS

- A. There is no provision in the State Board of Education rules or Polk District School Board rules to pay for any materials, equipment, or services from budget accounts or internal accounts without an approved purchase order or contract. (Excluding internal accounts over-the-counter purchases of less than \$100.00 and approved procurement card purchases.)
- B. If an emergency situation requiring a purchase order occurs, the Purchasing Department should be contacted, and if warranted, a purchase order number may be obtained by telephone.

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*Polk County Schools -  
an equal opportunity  
institution for education  
and employment*

*The Mission of Polk County Public Schools is to ensure rigorous, relevant learning experiences that result in high achievement for our students.*

Confirmation and Emergency Purchase Orders  
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Enter your requisition into SAP and after your Principal (or other appropriate person) releases the requisition, call Purchasing at 534-0045 or extension 50980 to expedite your requisition. If the emergency occurs outside working hours and a purchase must be made immediately to protect property or individuals, one must proceed as necessary. In these situations, the Purchasing Director should be contacted at 534-0572 or extension 51390 as soon as possible for further instructions.

- C. If it is discovered that a material or service has been acquired without the proper procedures having been followed, a letter of explanation regarding the situation must be addressed to the Superintendent if payment from budgeted or internal funds is being requested. The steps taken to ensure that the mistake will not recur should be indicated in the letter of explanation. The letter should be on your school letterhead, signed by an administrator authorized to submit requisitions, and it should reference the SAP requisition number. The letter and requisition should prominently indicate that this is a "Confirmation Purchase Order" and should be sent to the attention of Sheila Conrad, Purchasing Technician, in Purchasing.

Please ensure that your staff, including teachers, is aware of the proper purchasing procedures and that these procedures are followed. Also, please be advised that failure to comply could result in the Board not accepting responsibility for payment. Thank you for your cooperation!

GFM/SC/ssc