

WEST BATON ROUGE PARISH SCHOOL BOARD
PURCHASE ORDER POLICY
Special Education

In order for any teacher to purchase materials and/or supplies for their students and classrooms the following procedures must be followed:

- Purchase Order Forms are to be used for all purchases and submitted to Sandy Duhon at the Central Office (please do not send to Dr. Strauss)
- Separate order forms are to be used for each vendor
- Vendor's name, address, telephone number, and fax number should be included on each purchase order form as well as teacher's name and school
- If making a direct purchase, such as Wal-Mart or CoOp Book Store, a quote of the purchase must first be submitted to the central office. Then, if approved, a purchase order form with an allotted purchase order number will be granted to the teacher. No purchases can be made without this purchase order form and number.
- Please allow 10% for shipping/handling
- Please order ink cartridges for your printers. These are not supplied by the department.
- **DO NOT EXCEED THE AMOUNT ALLOTTED**

Any orders purchased that did not first receive an approved purchase order form and number will be the responsibility of the person who ordered the materials, **not the central office. Even if the order is verbally approved, either in person or via telephone, the central office will not pay for it unless it has the appropriate purchase order form and number to accompany it.**

If for any reason the above procedures are not followed properly the WBR Parish School Board/Special Education Department will not retain responsibility for payment of the order.

Sharon Lair
Associate Superintendent of Instruction

John Musso
Business Manager

David Strauss
Special Education Supervisor

Teacher