OPEN ORDERS

A. No department open orders will be issued unless justified to and approved by the purchasing agent. Final approval of open order requests must be given by the superintendent and the director of finance.

B. Open orders, if approved, will be issued only to vendors who have an established pricing structure. Open orders will only be issued for a specified time to period not to exceed twelve (12) months. Open orders will specify the individual(s) authorized to issue releases.

C. Limitations will be established (unless exempted by the purchasing agent) and incorporated in the open purchase order as follows:
   1. Any individual item is not to exceed $25.00.
   2. Any line item total is not to exceed $50.00.
   3. No capital equipment may be purchased.
   4. Total for time period not to exceed $______.

D. General stock items and/or contract items may not be obtained on an open order purchase order.

E. Open orders will be monitored by the purchasing agent quarterly and, if abused, may be cancelled.

F. Copies of packing slips, delivery receipts, etc., should be forwarded to the business office with the purchase order clearly indicated to allow reconciliation with the invoice.

ADMINISTRATIVE REGULATION

Approved: November 15, 1983