



*Helping today's kids fill tomorrow's promise.*

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Purchasing Department

TO: All Vendors  
FROM: David Pelletier  
DATE: January 2004  
RE: **Unauthorized Orders**

The School District of Springfield R-12 only recognizes purchases that follow school board policy. Purchases over \$999.99 will only be recognized if made through the approved purchase order process.

All purchases over \$999.99 are required to be made by a written purchase order, with an authorized signature and a purchase order number.

Please do not honor or accept any requests for goods or services unless the request is made through a written purchase order with an authorized signature and an assigned purchase order number.

Please alert the Purchasing Office at 417-523-0071 if any employee attempts to place an order without an authorized purchase order.

Once a purchase order is received, do not permit any employee to add items to the order.

The School District of Springfield R-12 will not be held responsible for any unauthorized orders or purchases.

The School District of Springfield R-12 will only recognize purchase orders signed either by

  
\_\_\_\_\_  
David Pelletier  
Coordinator of Purchasing

  
\_\_\_\_\_  
Cherie Alderson  
Director, Financial Services

Thank you for your cooperation.