



Georgia Department of Education

Policies and Procedures

Policy Title:	Purchasing/Procurement, State Schools		
Policy Number:	SS-4010 DJE		
Release Date:	7-13-06	Last Revised:	

Purpose

To provide direction to the State Schools for the purchase/procurement of supplies, materials, equipment and any other goods or services needed for the education of students enrolled.

Applicability

This policy applies to the Atlanta Area School for the Deaf, the Georgia Academy for the Blind, and the Georgia School for the Deaf.

Policy

State schools will follow without exception the purchasing/procurement policies and procedures developed by the Department of Administrative Services and the Georgia Department of Education.

General Provisions

1. Permission shall be requested and granted from the Assistant Director-Business Services and the School Director before any purchase/procurement request will be forwarded to the appropriate office within the Unit of Internal Support Services in the Office of Finance and Business Operations, Georgia Department of Education.
2. Any purchase made without the expressed consent of the Assistant Director-Business Operations and the School Director can become the financial responsibility of the staff member making the unauthorized purchase.