


Alvin C. York Agricultural Institute	
Purchasing	
Policy Number: 2.8050	Monitoring Review: Annually
Effective Date: August 1, 2019	Signature: 
Approved by: Dr. Penny Schwinn, Commissioner	

- (1) The Assistant Commissioner over Alvin C. York Agricultural Institute and the Director of Schools or designee has authority to purchase all equipment, services, and supplies for the exclusive use of the Alvin C. York Agricultural Institute.
- (2) The Assistant Commissioner over Alvin C. York Agricultural Institute or designee shall be the only persons authorized to obligate Alvin C. York Agricultural Institute for the purchase of supplies, equipment, and services.
 - (a) Purchases made by anyone not authorized shall become the personal responsibility of the persons making the purchase or purchases.
 - (b) The Assistant Commissioner and Director of Schools shall not under any circumstances be responsible for payment of any material or supplies purchased by unauthorized individuals or in an unprescribed manner.
- (3) The primary responsibility of every purchaser is to obtain "the best value for the dollar" for products and services for the Alvin C. York Agricultural Institute. All purchases shall be made in accordance with Tennessee state law.
- (4) No contract for supplying educational needs shall be made with any business organization in which the Director of Schools has any financial interest whatsoever.
- (5) Unless an exception has been granted, Alvin C. York Agricultural Institute purchases shall follow Central Procurement Office Rules, Policies, and Procurement Procedures Manual.