



ORDER
SETTING FORTH THE CONSEQUENCES FOR FAILING TO
COMPLY WITH DISTRICT POLICIES AND PROCEDURES
REGARDING THE PURCHASE OF GOODS AND SERVICES

2011-EMRR 22

BY THE POWER AND AUTHORITY VESTED IN THE EMERGENCY MANAGER
FOR THE SCHOOL DISTRICT OF THE CITY OF DETROIT, MICHIGAN
("DISTRICT") PURSUANT TO MICHIGAN'S
PUBLIC ACT 4 OF 2011, THE LOCAL GOVERNMENT AND SCHOOL DISTRICT FISCAL
ACCOUNTABILITY ACT, ROY S. ROBERTS, THE EMERGENCY MANAGER,
ISSUES THE FOLLOWING ORDER:

WHEREAS, request for the purchase of goods and services can only be made pursuant to a valid requisition and or by working in advance with the Office of Procurement and Logistics (formerly known as Contracting and Procurement) and a buyer to execute a purchase order with the appropriate financial approvals; and

WHEREAS, the Office of Procurement and Logistics is the only authorized representative of the District that can commit the District to purchase a good or service from an outside supplier; and

WHEREAS, a pre-commitment occurs when an employee regardless of level or location, commits the District (in writing or orally) to purchase a good or service from a supplier before following prescribed policy and procedures; and

WHEREAS, pre-commitments are unacceptable because they circumvent prudent District controls on costs and assets and create vulnerability in the District's ability to manage relationships with suppliers, provide quality goods and services, control cost and maintain efficient internal controls; and

WHEREAS, an unauthorized commitment is made when a District employee other than an employee of the Office of Procurement and Logistics commits to purchasing a good or service without following DPS procedures; and

WHEREAS, invoices for an unauthorized goods and services that are purchased or received without a valid purchase order or an executed contract will not be honored or paid; and

WHEREAS, the allowance of unauthorized commitments or good and services is a serious offense that circumvents established policy; and

WHEREAS, it is imperative that all District employees and vendors understand that deviation from established policy and procedure will not be tolerated; and

WHEREAS, any person who lacks knowledge or understanding of the District's policies and procedures relating to procurement including contracting and purchasing can avail themselves of the District's website and or directly contact the Office of Procurement and Logistics at 313-873-6026. .

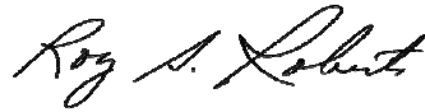
IT IS HEREBY ORDERED THAT:

1. Any employee who is found to have engaged in an unauthorized commitment or pre-commitment for goods and services is subject to disciplinary action up to an including termination.
2. Suppliers, vendors or contractors who provide goods and services without an executed contract or a written and signed purchase order from the Office of Procurement and Logistics are subject to non-payment and may face elimination from the District's supply base.

This Order may be amended, modified, repealed or terminated by any subsequent Order issued by the Emergency Manager.

Dated: October 1, 2011

By:



Roy S. Roberts
Emergency Manager
School District of the City of Detroit