

# George County School District

APPROVED

MAR 07 2026



## Job Title: Purchasing Agent

**Job Purpose:** The Purchasing Agent is responsible for supporting district purchasing operations by processing and reviewing purchase requests in accordance with district policies and applicable state and federal requirements. This position ensures accurate documentation, compliance with purchasing regulations, and timely procurement of goods and services. The Purchasing Agent supports internal controls, maintains audit-ready records, and assists departments by facilitating efficient and compliant purchasing practices.

### Knowledge, Skills & Abilities:

- Knowledge of public-sector purchasing procedures, district policies, and applicable state and federal regulations.
- Knowledge of basic accounting principles, purchasing documentation, and internal control practices.
- Skill in reviewing purchase requests, quotes, and supporting documentation for accuracy and compliance.
- Skill in using purchasing and accounting software systems.
- Ability to exercise independent judgment within established purchasing guidelines.
- Ability to communicate effectively with departments and vendors to resolve purchasing issues.
- Ability to maintain accurate, audit-ready records and meet compliance deadlines.
- Ability to maintain confidentiality and work collaboratively within the Business Office.

### Minimum Qualifications:

- High school diploma or equivalent required; associate degree preferred.
- Experience in purchasing, accounting, or business office support, preferably in a public-sector or school district environment.
- Working knowledge of purchasing procedures, documentation requirements, and internal controls.
- Ability to interpret and apply district policies and applicable state and federal purchasing regulations.
- Proficiency in basic computer applications and purchasing or accounting software systems.
- Ability to work independently, maintain confidentiality, and meet compliance deadlines.

**Reports To:** Chief Financial Officer

**Supervises:** N/A

### Duties & Responsibilities:

- Participate in and support all purchasing activities involving bids and quotes, including documentation review and compliance verification.
- Assist with purchasing processes related to construction projects, renovations, and district upgrades by preparing and reviewing requisitions and supporting documentation.

- Process and enter purchase requisitions for the Business Office, in accordance with district policies and purchasing regulations.
- Issue and maintain purchase orders ensuring accurate vendor, pricing, and account coding information.
- Reconcile district travel and procurement card transactions and ensure required documentation is submitted and compliant.
- Review procurement and travel card activity to support internal controls and identify potential irregularities.
- Order and maintain inventory of Business Office supplies to support daily operations.
- Maintain vendors in the accounting system and review vendor documentation for compliance.
- Communicate with departments and vendors to resolve purchasing issues, documentation deficiencies, or billing discrepancies.
- Maintain organized, audit-ready purchasing records and support annual financial audits.
- Identify and report non-compliant or unauthorized purchasing activity through appropriate channels.
- Perform related duties as assigned within the scope of the position.
- Prepares proper public notices as required by Public School Contract Law, including notices to official papers to advertise bids.
- Maintains vendor lists for state contracts and discounts for supplies and equipment (distributes list to the district secretaries).
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- Works collaboratively with Accounts Payable.
- Provides procedural assistance to district employees to ensure that purchasing policies and procedures are implemented and used in a consistent manner throughout the District
- Maintains FleetCor, Freight Harbor, Amazon, Staples, Office Depot, and US Bank Accounts.
- Provides an updated list of Certificates of Liabilities on all District vendors as needed.
- Participates in Site Audit visits to all District facilities as needed.

**Terms of Employment:** 240 Days / At Will

**FLSA Status:** Non-Exempt

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature & Date
	Supervisor's Signature & Date