

PURCHASING PROCEDURES

The Superintendent shall be responsible for purchases by the District and for setting up procedures for making purchases by the District. The Treasurer shall be responsible for a system of accounting for school funds as prescribed by law.

No purchases shall be allowed without a purchase order approved by the Superintendent or his/her designee and certified by the Treasurer.

Employees are to follow the following procedure for purchasing both instructional and non-instructional supplies:

Requisitions

1. All purchasing by requisition (Request to Purchase) will be done through the central office and in accordance with state law.
2. Teachers should submit requests to their department head and/or building principal.
3. Separate requisition forms (Requests to Purchase) should be made out for each supplier or company. If there is a change in vendor, the replacement purchase order shall be issued and the original voided.
4. Orders which have more than five (5) items should be typed on a separate page and the Request to Purchase noted as "See Attached Order".
5. All Requests to Purchase from elementary school teachers and employees must have the approval of the building principal. In the secondary schools, all Requests to Purchase must have the approval of the department head and the building principal.
6. The building principal must approve (or disapprove) all Requests to Purchase originating at the building level. The principal may indicate approval on condition that funds are available.
7. The building principal will forward all Requests to Purchase to the Superintendent or designee for final approval. Work orders for repair and maintenance materials for existing buildings and facilities must be approved by the Superintendent.
8. Requests to Purchase shall be examined by the superintendent or designee to determine the educational validity of the request and fiscal capability of the district to make the purchase.
9. The Superintendent or designee will then check with the Treasurer on the condition of appropriations. Based upon the above, approval for immediate purchase, a hold until more funds are available, or disapproval may be given.

Purchase Orders

1. All purchase orders shall include complete names and address of supplier and delivery instructions.
2. Orders which have more than five (5) items should be typed on a separate page and the purchase order noted as "See Attached Order" unless otherwise directed by the Superintendent and/or Treasurer.
3. All requests for purchasing from the warehouse shall be prepared on the Warehouse Requisition form (see later item).
4. Requisitions must show:
 - a. the quantity desired
 - b. the unit description
 - c. the item description and catalogue number
 - d. the unit and total price from the most recent catalog; designate if the price has been estimated

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- e. the total shipping charges (estimate)
- f. the total price
- g. the name of the vendor, address, and zip code
5. Copies of the purchase order shall be disbursed as follows:
 - a. white copy – original, mailed to vendor
 - b. pink – file copy
 - c. yellow copy – filed with invoice, check (voucher)
 - d. green copy – sent to building/department and when order is complete, is initialed and sent back to the Treasurer's office for payment.
 - e. goldenrod – sent to building/department then returned with the green copy to the Treasurer's office when items are received. When purchase order is paid, it is then sent back to building/department so they will know purchase order has been paid.
 - f. blue copy – Treasurer's office file copy
6. Persons generating requests for purchase shall adhere to Board policy for bidding and quotations..
7. Where delivery costs are not available, the Treasurer will add an estimated charge prior to certification of funds available.
8. Any purchase request which is disapproved by the approving authority shall be returned to the originator with notification as to the reason for the disapproval.
9. Any questions regarding the mechanics of the purchase order procedure shall be directed to the office of the Treasurer. Questions concerning a disapproval shall be directed to the disapproving authority.
10. All employees are reminded that no individual is authorized to purchase, order, or order on approval without a purchase order certified by the Treasurer except in the event of immediate or emergency need for repair or maintenance and only by those persons so authorized by the Superintendent or his/her designee.

Upon approval of a Request to Purchase, a purchase order will be issued to the vendor selected. The following components of a purchase order are very important.

Except in emergency situations, purchases in excess of an appropriation shall not be approved.

Requisitioning Supplies and Equipment Through Warehouse Other Than Stock Items

If approved, the Treasurer shall send the Request to Purchase to the warehouse. The warehouse supervisor will obtain a purchase order number prior to placing the order with the vendor once prices have been obtained.

After delivery and everything is found to be in order, the warehouse supervisor returns the signed packing list along with the green copy of the purchase order indicating the purchase order is ready to pay to the Treasurer. The warehouse then delivers the merchandise to the appropriate person or department, and requires the receiver to sign a receiving slip.

Requisitioning from Warehouse for Customer Service

An employee ordering from the warehouse shall complete a Warehouse Requisition approved by the building principal and Superintendent or designee listing items by catalogue number. Requisitions are sent to the Treasurer.

The warehouse issues requested items, keeps one copy, and sends one to the person who has placed the order.

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Procedures for Vendor Invoices

1. When purchase orders are sent to each vendor, a vendor cover letter should be sent informing the vendor that invoices should include the following information:
 - a. the name of the vendor, address, and zip code
 - b. the purchase order number
 - c. the invoice date
 - d. the quantity of the item(s) sent and being invoiced
 - e. the unit description
 - f. the item description and catalogue number
 - g. the unit price
 - h. the total shipping charges
 - i. the total price

Adopted by Board: September 11, 2003