

Purchasing

SCHOOL PURCHASING

1. Funds for expenditures authorized by the approved budget are to be made available to each Principal and school council who will advise staff of the available appropriations.
2. Principal/School Council shall budget the allocations available to the school. Purchases made from these allocations shall be on Board requisition/purchase order forms.
3. Requisition/purchase order forms are to be completed by the department head or teacher and sent to the Principal /designee for approval.
4. If the requisition/purchase order is approved, the Principal/designee shall record the date, vendor and amount of the purchase on the appropriate record form (computer or binder).
5. The requisition/purchase order is then forwarded to the school/Central Office designee.
6. Unless otherwise specified, the approved requisition/purchase order will be assigned a purchase order number and shall be forwarded to the person who will place the order.
7. When an order arrives, the person who placed the order checks the items received, signs and dates the receiving report or packing slip. A notation is made on the receiving report or packing slip as to the condition of the items received and any shortage in the shipment. The receiving report or packing slip is then returned to the school/District finance officer/designee to be matched with the invoice.
8. The school/District finance officer clears the invoice for payment and charges the expenditure to the appropriate school account. The Superintendent/designee shall send a budget update to each school at least once each quarter.
9. If a purchase needs to be made on an emergency basis as defined by the Principal/designee, the employee shall complete a requisition/purchase order, obtain the signature of the Principal/designee, and arrange for the purchase. If the purchase is being made with District funds, the Principal/designee must obtain approval from the District finance officer or /Superintendent/designee. The employee may then make the purchase and shall complete all other purchasing procedures. Approved travel requests, maintenance requests, and contracts may fulfill the requirements of a requisition/purchase order for unusual or emergency situations.

All orders for the current fiscal year must be approved by the Principal/designee by May.

10. All invoices for the current fiscal year must be presented to the school/Central Office designee by June.

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Purchasing**DISTRICT PURCHASING**

1. Expenditures authorized in the approved budget are made available to authorized Central Office personnel who make purchases.
2. Requisition/purchase order forms shall be completed and sent to the Superintendent/designee for approval.
3. If approved, the purchase order number is assigned, the order is placed, copies of the requisition/purchase order are distributed, as appropriate, and a record of the purchase is completed.
4. When an order arrives, the person who placed the order checks the items received, signs and dates the appropriate copy of the requisition/purchase order. A notation is made on the receiving report as to the condition of the items received and any shortage in the shipment. The receiving report is then returned to the District finance officer for payment.
5. If a purchase needs to be made on an emergency basis as defined by the Superintendent/designee, the employee shall complete a requisition/purchase order, obtain the signature of the Superintendent/designee, and arrange for the purchase. The employee shall then complete all other purchasing procedures. Approved travel requests, maintenance requests, and contracts may fulfill the requirements of a requisition/purchase order for unusual or emergency situations.
6. All orders for the current fiscal year must be approved by the Superintendent/designee by May.
7. All invoices for the current fiscal year must be presented to the Central Office designee by June 30.

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