

Purchasing

All purchases are to be made by authorized personnel utilizing a district purchase order submitted through the electronic purchase order system with the appropriate administrative approvals.

Requisitions will be prepared on the electronic data system and approved by the building principal or department administrator.

- The Assistant Business Manager will review all purchase requisitions for accuracy and completeness and submit all approved requisitions to the Business Manger.
- The Business Manager will review all purchase requisitions and submit them to the Superintendent of Schools.
- The Superintendent of Schools will review the requisitions and return approved requisitions to the business office.
- District purchase orders will be prepared in the business office and distributed to:

Vendor –	original white copy
School –	requisition copy
School –	receiving copy
Business Office –	numeric file (purchasing)
Business Office –	alphabetic file (accounting)

Purchases Made on Account

- Purchases may be made from vendors with specifically authorized district accounts, permitting authorized school district personnel to order and receive goods as needed, sign a copy for the vendor and submit a signed copy to the building principal or department administrator. (Examples are home economic supplies, maintenance supplies and perishables.)
 - The administrator will sign the copy of the invoice and submit it to the business office with a payment approval form.

Unauthorized Purchases

- Purchases made verbally, telephonically, by facsimile, electronically from a vendor website or by e-mail are strictly prohibited.
- Purchase of items for personal use is strictly prohibited.
- Utilization of a School District vendor discount, on authorized district account, bid price or sales tax exemption for the purchase of items for personal use is strictly prohibited.
- Employees will not be reimbursed for unauthorized purchases made with personal funds.