

PURCHASING AND PROCEDURES GUIDE

Purchase Orders

No purchase shall be made by employees for the board of education except on written purchase orders (encumbrance orders) issued by central office personnel as approved by the superintendent.

Procedure of Purchase Requisitions

The employee shall request the principal to requisition such materials as may be needed. If the request is approved by the principal, the requisition is then sent to the superintendent for final approval.

Purchase request must have complete information, including address and zip code, catalog prices and extensions.

Procedure for Filling Purchase Orders

If the request is approved in the office of the superintendent, the quotation sheet is then sent to the vendor. Upon return of the quotation sheet to the office of the superintendent, it will be transmitted to a central office secretary who will issue a purchase order based upon the quotation sheet. One copy of the purchase order will be mailed with the warrant to the vendor; the other (3) three copies will remain with the superintendent.

Procedure for Receiving Shipment

Upon receiving shipment, the teacher or principal must sign and date the invoice, certifying that all items were delivered, and return the invoice to the superintendent's office.

Records

The central office shall keep a written record covering all purchases. This record shall include written purchase (encumbrance) orders, a signed copy of the order showing receipt of goods, a copy of the bill, and a claim showing time of payment. These records will be retained in central office files for at least two (2) years beyond the fiscal year issued.