

PURCHASING AND PROCEDURES GUIDE

Encumbrances, represented by purchase orders, are submitted by fund to the Board of Education in order of their issuance on a monthly basis at the Board's regularly scheduled meeting. The Board's approval of the purchase orders are documented in the minutes by the board clerk. This applies to all appropriated funds of the district.

Upon approval of the board of education, a copy of the purchase order is used as the authority for designated school personnel to complete the purchasing process.

When an expenditure, which under normal conditions would require prior board approval, has to be made in an emergency situation, an exception is permitted with the following guidelines:

An emergency is defined as a condition in which failure to act immediately will cause appreciable damage to physical facilities, or the educational program, or endanger the life or health of members of the community, or impede the educational mission of the school system.

In emergency situations, the superintendent, or designee, may issue a purchase order and complete the purchasing process prior to board approval.

The board, at the next regular meeting, will make retroactive approval of the noted "emergency purchase" and document that approval in the minutes by purchase order number.

Under no circumstances will a purchase in excess of \$15,000 be made under emergency procedures. All purchases above this amount will require prior board approval. Purchase orders will not be split or divided to avoid the \$15,000 limit.

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.

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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.