

**PURCHASING PROCEDURES REGULATIONS**

1. *The purchasing of material, equipment, or supplies shall be governed by the following list of functions.*

<u>Function</u>	<u>Performed by</u>
A. Requisition	Initiated by user Sent to proper official for approval Copy retained by school
B. Specifications	Prepared in detail by Purchasing Department after consultation with requisitioner and made available to prospective contractors or vendors
C. Bids or Quotations	Checked and tabulated by Purchasing Department and after review with the requisitioner, recommendations made to Board of Education on formal bids
D. Contract or Purchase	Contracts signed by designated Board official; orders signed by Purchasing Agent Order
E. Follow-up	By Purchasing Department
F. Receipt of Goods	Receiving Agency signs receiving copy of Purchase Order and forwards same to Purchasing Department indicating the quantity and quality of materials or services which have been received and are satisfactory
G. Invoice	Checked for price and quantity by Purchasing Department
H. Invoice Approved for Payment	By Clerk and Auditor after receipt of goods is acknowledged by requisitioner

2. *Instructions for the Issuance of Requisitions*

Requisitions should be issued for each manufacturer or supplier as well as for each account (Requisition Form-Exhibit 1). For example, the same supplier might be able to furnish supply items (paper, etc.) and also equipment (cabinets) but separate requisitions should be issued. The procedure will simplify the posting of the requisitions on the budget control sheet.

## Policy 6740-R

*The Principal, Business Manager, or Supervisor will be held responsible for the issuing and completing of all requisitions in accordance with the following:*

- a. *Requisition Number:* At the present time, requisitions are not numbered.
- b. *Account Number:* In most cases the following account numbers will cover practically all of the requisitions issued by Principals of the schools, Supervisors or Department heads. The Business Office should be consulted regarding additional codes when necessary.
- c. *School or Department:* The name of the school or department originating the requisition should be entered here.
- d. *Date:* Insert date the requisition is issued.
- e. *Approval of the Requisition:* All requisitions must be certified in ink by the Principal or the Department Head. No other signature will be accepted.
- f. *Quantity:* The quantity must be clearly stated in standard package units of dozen, hundreds, gross, or ream lots. Approximate amounts will not be used. The Purchasing Department reserves the right to increase or decrease quantities so as to obtain standard package discounts.
- g. *Description:* The material or services should be clearly itemized and described and where possible, the manufacturer and catalog number should be shown. Consideration should be made to such details as size, color, weight, voltage, author, grade, edition, and whether installation is required. Where equipment such as office machines, projectors, and recorders are purchased for replacement, the old equipment should be listed as a trade-in. The make, model and serial numbers of the trade-in must be detailed.
- h. *Contractor:* The name and address of the manufacturer or distributor of the product or service must be listed.
- i. *Unit Price:* The unit price is to be entered when possible. The unit price is taken from catalogs or price lists. Indicate discounts where applicable. These prices are the approximate costs and are not official until a purchase order is issued.
- j. *Delivery Address:* In cases where delivery is to be made to a different location from that of the school or department placing the requisition, the complete delivery destination should be shown in the lower left hand corner of the requisition.
- k. *Miscellaneous:*
  1. When the number of items to be requisitioned is too many to type on the face of one requisition form, the list should be typed on separate sheets and the requisition forms should be noted – as per detail attached, X \_\_\_\_\_ number of sheets attached.
  2. Where items are purchased under the district's contract purchase plan, the number of the contract award must be shown.

3. *Instructions for the Receiving of Materials and Services*

After the approved requisition has been received by the Purchasing Department, copies of the Purchase Order will be issued as follows:

- 1) One copy of the Purchase Order is sent to the Vendor.
- 2) Three copies of the Purchase Order are retained in the Business Office. One is attached as backup to the expenditure. When payment is made and filed in Vendor file by alphabetical order. Two of the copies are filed for reference, by vendor and by teacher/department.

It is possible for more than one order to be sent for the various items on the same requisition number. This should not present any problems to the Requisitioning Agency, as long as the copy or copies of the purchase order are filed with the requisition.

Receiving will be based on the completion of the purchase order rather than upon the completion of a requisition.

4. *Exceptions:*

- a. Items of a petty nature do not require a purchase order.
- b. Items purchased due to an emergency situation do not require prior written approval. However, verbal approval by one of the following persons is required:
  - Superintendent
  - Principal
  - Business Official
  - Maintenance Crew Leader
- c. Purchases made through the Trust and Agency fund do not require purchase orders. Check request approval is required.

Adopted: October 17, 2006