WHEN TO USE THE PURCHASING MODULE

The following types of transactions should go through the purchasing module in IFAS BusinessPlus unless prior permission has been given from Candy Manthey (7651) in the Purchasing Department:

- Open Purchase Orders
- Services and Contractual Agreements
- Split Accounts

When splitting the costs between two or more funds or budget approvals, the following applies:

- Two or more schools or departments are sharing the costs – use a Purchase Order
- One school is sharing the cost between two or more ASB accounts – use a Purchase Order or district credit card (card has already been set up for ASB use)
- One secondary school is sharing the cost between a General Fund account and an ASB account – use a Purchase Order
- One elementary school is sharing the cost between a General Fund account and an ASB account – use a Purchase Order or district credit card (card has already been set up for ASB use).

Note: Other than employee reimbursements, all transactions can go through the purchasing module.