

ROCORI School District ISD 750 Purchasing Procedures

Purchase Orders:

These should be used for all purchases including previews and student activities. Special Education Purchases need to start with the Special Education Requisition Form. All technology purchases need to be preapproved by the Technology Director.

1. Employee purchasing requests go to their building secretary. The building secretary will complete a Purchase Order and submit to Principal/Supervisor for approval. Do not forget to verify shipping costs and write the charge on your purchase order. Also, make sure you are using current prices.
2. Principal/Supervisor reviews the request and determines if funds are available. If approved, the Purchase Order is coded and signed.
3. The Purchase Order must then be signed by the Business Manager or Superintendent.
4. Purchase Order is distributed to the appropriate parties via email, fax, mail, etc.
5. Materials are shipped to District.
6. Invoice is mailed and received either in the building or in the District Office. If you should happen to receive the invoice, make sure you immediately forward it to the District Office so the bill can be paid.
7. Materials are checked in and the packing slip (and invoice if received at the building) is sent to the District Office.
8. Invoice is checked against the Purchase Order and packing slip before payment is made.
9. If anything has to be returned, write a letter explaining the reason and forward it along with your items to your building office. It is preferred that the items are returned in the original package they were received.
10. Make sure all packing slips, itemized receipts and invoices are turned into the District Office. If there are any questions please contact us.

It is important that the above procedures are followed. The Purchase Order process notifies the vendor of our tax exempt status. **If a purchase order is not used, the district will not reimburse sales tax.**

The district has charge accounts at the following businesses: Teals Market, Plantenbergs, Cold Spring Bakery, Marnatellis, Jimmy's Pizza, Thrifty White, Subway, Dollar General (NC), Home Depot (NC), Menards, Mills Fleet (NC), Office Depot (NC), Target (NC), Shopko and Wal-Mart (NC).

*(NC) – These businesses require the employee to bring a charge card along with the Purchase Order.

Expense Reimbursement Form:

This form is available from your building secretary. This form should only be used for registrations and travel reimbursement.

1. Employee completes mileage log/calendar, registration materials, or obtains travel receipts. If you are traveling between buildings as part of your assignment, please attach a calendar for each month and include the destination and mileage for each day you traveled. These can be turned in monthly or quarterly. If you are traveling for a conference/meeting, please make sure to include the **original itemized receipt** and include your destination and conference name so it can be referenced for coding purposes. **If original, itemized receipts are not provided we cannot reimburse you.**
2. Employee completes an Expense Reimbursement Form and **attaches documentation** from step #1.
3. Principal/Supervisor reviews the request. If approved, the form is coded and signed.
4. The Reimbursement Form is then sent to the District Office to be signed by the Business Manager or Superintendent.

Revised Date : 09/09/2014