

Brownsville Independent School District

WAL-MART PURCHASING PROCEDURES

BOARD POLICY CH (Local)

- **All purchase commitments for the District shall be made by the superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures. Persons making unauthorized purchases shall assume full responsibility for all such debts.**

The BISD will establish a Wal-Mart Business Credit Card Account for use by each Campus/Department in the school district. The cards must only be used for lawful transactions. The Business Credit Card account is established with Wal-Mart only for the purpose of purchasing goods and services to be used for school business purposes on behalf of the Brownsville Independent School District. You agree NOT TO USE this account to purchase goods or services for personal, family or household purposes.

The Campus/Department shall adhere to the following procedures when using the Wal-Mart Account and thus maintaining the integrity of the Purchase Order System.

1. A properly drawn and authorized purchase order must be issued prior to the date of the purchase.
2. Purchase Orders must be itemized to show the merchandise that will be purchased at the store.
3. Purchase Orders will only be used for one transaction and shall be closed as soon as the purchase is completed.
4. The BISD purchase order, employee's driver license and the BISD picture ID card must be presented to the Store Manager in order to be given the Wal-Mart Credit Card.
5. The Store Manager will require the BISD employee driver's license for identification purposes.
6. The BISD employee will return the Wal-Mart card to the Store Manager immediately after completing the purchase and the Store Manager will return the driver's license to the BISD employee.
7. Wal-Mart will provide a receipt at the time of purchase that will show the BISD purchase order number, the date of purchase and the detail of all merchandise purchased.
8. The Principal or designee must sign the receipt and verify that the merchandise purchased agrees to the purchase order.
9. The BISD employee will attach the receipt to the purchase order and submit the receipt to the Accounts Payable Department within (5) working days after making the purchase.
10. The Campus/Department must receive the purchase order in the Bi-Tech system immediately after the merchandise is delivered to the school/department. The employee making the Wal-Mart purchases must never be the same employee, if possible, that is also receiving the purchase order in the Bi-Tech system.
11. The Accounts Payable Department shall issue payment to Wal-Mart on a weekly basis and upon receiving the store receipts from the campus/department.