

ADVANCE PURCHASE REQUEST

Archbishop Riordan High School

PO 22-

175 Frida Kahlo Way
 San Francisco, CA 94112
 (415) 586-8200 x 230

Purchase Requests Use of Direct Purchasing and Direct Payment

All purchases will be approved IN ADVANCE of purchase by the Head of the Department that is responsible for the budget as well as the Finance Department. Below, please indicate the vendor recommendations and price information. **AFTER APPROVAL**, the Finance Department will forward the advance purchase request to the department responsible for ordering the items or services.

Reimbursement

Only as a last resort will employee be requested to purchase any items with their own funds or credit. ONLY pre-approved purchases will be reimbursed to employees choosing to use their own funds to purchase supplies. No reimbursements for expenses or for Petty Cash will be made for purchases without **prior approval** of both the manager of the department and the Finance Department.

SUMMARY REFERENCE (30 Characters)

Request Date

FUND	ACCT	DEPT #	What is requested and PURPOSE	AMOUNT
1				
1				
1				
1				
1				
TOTAL Request				\$

REQUESTED BY	HIGH SCHOOL APPROVALS	
Please Print Name & Ext. Clearly	DEPT HEAD APPROVAL	BUSINESS OFFICE APPROVAL
Your Department		

VENDOR RECOMMENDED - Vendor #	Fin Office Only	Assigned PO#	Last name of Requestor	Vendor Name
	PO 22-			
	Ordering	By Whom:		
ADDRESS	IT / FAC			
	Amazon			
CITY, STATE, ZIP	Office Depot			
,	Other			
TELEPHONE	Vendor SSN # OR TAXPAYER ID #			

ONCE APPROVED; there is no need for additional approval of the Check Request. The Finance Department of Archbishop Riordan High School will pay the vendor directly. Original Receipts must be submitted to the Finance Department immediately.

2021-2022 ARHS Purchasing Policies and Procedures

The Finance Office is committed to: 1) collecting tuition in a timely and complete manner; 2) awarding financial aid to generate the highest tuition revenue and most appropriate student body; and 3) cutting any unnecessary costs or expenses. To the third point, all expenses must be in line with the MISSION of ARHS, and we will only purchase what we can afford. There may be expense requests that are in line with the MISSION but not in line with the available funding; these expense requests will be subject to review by the President and / or Principal and may be denied. In keeping with expense cuts and reviews, the following policies and procedures will be implemented for 2021-2022:

No employee reimbursements will be made without an APPROVED Advance Purchase (form). Employees are requested to use the credit card available in the Finance Office to complete purchases.

Purchases of IT Equipment will be requested of the IT Department

Any and all IT requests will be routed through the Information Technology Department; these include but are not limited to toner for printers, connection cords and power strips, printers or computers or and any technology equipment.

Facilities purchases/services will be requested of the Facilities Department

Any and all changes to the buildings, or furniture or fixtures or any non-IT equipment purchases, including services will be routed through the Facilities Department.

Purchases of Office Supplies will be through our ARHS Office Depot Account

Any and all office supplies will be ordered through the administrative assistant in your department; these are the small purchases, such as pencils and pens, through to any larger items. We get a very generous school discount through Office Depot; and they deliver “next day”.

Purchases of Supplies will be through our ARHS Amazon Account

Any and all supplies will be ordered through the administrative assistant in your department; we have an account with Amazon “SMILE” that donates back to Archbishop Riordan High School. Please use Amazon “SMILE” when logging into Amazon to initiate purchases.

Advance Purchase Requests, Use of Direct Purchasing and Direct Payment

All purchases will be approved IN ADVANCE of purchase by the Head of the Department that is responsible for the budget as well as the Finance Department. Please complete the Advance Purchase Request (form), with the recommended vendor information and price information. UPON APPROVAL, the Finance Department will return the purchase request to the department responsible for ordering. Receipts must be provided to the Finance Department. The Finance Department of Archbishop Riordan High School will pay the vendor directly. Or the Finance Office may provide you with an ARHS credit card to complete the purchase.

Reimbursement

ONLY pre-approved purchases will be reimbursed to employees required to use their own funds for purchases. No reimbursements will be made for purchases OR FOR PETTY CASH without Advance Purchase Approval of both the manager of the department and the Finance Department.