

Purchasing Procedures

General

1. Only the business manager, administrators and/or the purchasing agent, as approved by the Superintendent, may commit the District to a purchase.
2. The materials, equipment, supplies, and/or services to be purchased will be of the quality required to serve the function in a satisfactory manner, as determined by the requisitioner/purchaser or the purchasing agent.
3. It is the responsibility of the requisitioner/purchaser to provide an adequate description, as required by the purchasing agent, so he/she can prepare the specifications and procure the desired commodity and/or service. A source of supply should be included on requisitions for specialty or unusual items.
4. It is the responsibility of the purchasing agent to make alternate suggestions to the requisitioner/purchaser, if, in the judgment of the purchasing agent, the specifications would restrict competition or otherwise preclude the most economical purchase of the required items. In the case of disagreement between the requisitioner/purchaser and the purchasing agent, either party may refer the matter in accordance with established procedure.

Requisitions

1. The following are designated “requisitioners/purchasers” authorized to issue requisitions against stipulated segments of budgetary appropriations:

Superintendent
Administrators
Supervisors
Secretaries
Purchasing Agent

Each requisitioner/purchaser will be responsible for limiting requisitions to amounts appropriated for their unit. The requisition does not constitute permission by the purchasing agent, business manager, or superintendent for release of said funds. The requisitioner/purchaser must have a signed purchase order of approval before ordering goods and/or services.

2. Requisitions will be prepared in duplicate, the entity copy to be retained by the requisitioner/purchaser and the file copy to be retained by the purchasing agent.
3. To be considered appropriate for processing, a requisition will meet the following requirements:
 - a. Be issued by an authorized requisitioner/purchaser;
 - b. Contain adequate information;
 - c. Be verified for adequacy of budgetary appropriation;
 - d. Have approval of the Superintendent or designated administrator.
4. All approved requisitions will be submitted to the purchasing agent.
5. After a purchase order has been issued, the number of the requisition order will be recorded on the purchase order.
6. After processing, the file copy of the purchase order will be filed in the purchasing office.

Purchase Orders

1. Purchase orders will include the following essentials:
 - a. A specification that adequately describes to the supplier the characteristics and quality standards of the item required.
 - b. A firm net-delivered price quoted whenever possible. Prices will be shown per unit and extended.
 - c. Clear delivery instructions, including place and time.
2. Purchase orders will be numbered and prepared in sets of three (3), to be used as follows:
 - a. Vendor Copy - goes to vendor.
 - b. File Copy - retained in the Business Office and filed alphabetically by vendor.
 - c. Entity Copy - returned to requisitioner/purchaser after purchase order has been processed.
3. Confirmation Orders - verbal orders subject to subsequent confirmation by a written purchase order - may be issued only in cases where there exists a bona fide emergency which can be handled only by this procedure.

- a. Whenever possible the supplier will be given a purchase order number.

- b. A confirming requisition will be issued immediately thereafter, marked “Confirmation” and indicating the purchase order number.
- c. No verbal purchase orders will be given for equipment purchases or purchases from state and federal grants.

Credit Card Purchases

Purchase Authorization Form

1. The following are designated “requisitioners/purchasers” authorized to issue requisitions against stipulated segments of budgetary appropriations:

Superintendent
Administrators
Supervisors
Secretaries
Purchasing Agent

Each requisitioner/purchaser will be responsible for limiting requisitions to amounts appropriated for their unit. The requisitioner/purchaser must have a signed Request for Purchase Authorization Form before ordering goods and/or services.

2. The Request for Purchase Authorization Form will be filled out and signed by the building administrator BEFORE purchasing goods, travel services, etc.
3. The building principal or building secretary shall issue a credit card to the requisitioner/purchaser. The requisitioner/purchaser will sign for the card prior to purchase.
4. The requisitioner/purchaser shall purchase goods at reasonable pricing for the good of the District.
5. To be considered appropriate for processing, a requisition will meet the following requirements:
 - a. Be issued by an authorized requisitioner/purchaser;
 - b. Contain adequate information;
 - c. Be verified for adequacy of budgetary appropriation;
 - d. Have approval of the Superintendent or designated administrator.

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6. After the requisitioner/purchaser has placed his/her order they must turn in the following items to the building secretary:

- a. Completed and signed Request for Purchase Authorization Form;

- b. Credit Card;
- c. Invoice/Receipt.

Policy History:

Adopted on: June 28, 2004

Revised on: January 14, 2013