

Procedure - Purchasing: Authorization and Control

1) Definitions:

- a) Approval means your submitted requisition has been approved by all of the following as appropriate: Program Manager, building Principal, Supervisor, and the Director of Finance with authorizing signature.
 - i) If your purchase has been approved by all prior people, but denied by the Director of Finance, then **your purchase can not be made until the issue has been resolved.**
- b) Emergency means immediate action is necessary for the critical path to safety, operations, and/or functions of the district as determined by an administrator.
- c) Itemized means a statement describing what was purchased, how many, and for how much.
- d) Purchase means any item bought or to be reimbursed with district funds.
- e) Requisition means a request to purchase items on behalf of the District.
- f) Timely means within 5 business days.

2) Purchasing Process:

- a) Make request to the appropriate first level person (Program Manager, Principal, or Supervisor);
- b) Requisition is entered for approval into the Skyward system; and
- c) Wait for the approval process to be completed.
- d) After the approval process is complete the A/P Officer will process your requisition into a Purchase Order (PO) giving you a PO number authorizing said purchase.
- e) Any purchases made without a PO may not be reimbursed by the District. Prior approval is required to guarantee reimbursement.

3) Receiving and checking in your purchase when ordered online and mailed to the District:

- a) All purchases must have an itemized receipt/invoice/packing slip
 - (a) *(A credit card receipt that is not itemized is not acceptable).*
- b) Person checking the item in must sign and date the receipt/invoice/packing slip.
- c) Submit receipt/invoice to A/P Officer.
- d) If you don't receive a packing slip:
 - i. Person checking in the order will make a copy of the PO note items on your purchase order that were received;
 - ii. Note any items on your purchase order that may be back ordered or not present;
 - iii. Sign, date the copy of the PO; and
 - iv. Submit a copy of the PO to the A/P Officer.

4) Checking in an order that is purchased locally and picked up by staff:

- a) Get an itemized receipt;
- b) The same person should not order, pickup and check in the items purchased;
- c) Staff picking up the order at the store will verify items received to the itemized receipt, sign and date;
- d) Staff checking the item in should not be the same person that picked up the order, said person must also sign and date the receipt and verify itemized receipt to PO; and
- e) Enter PO # on receipt and submit receipt to the A/P Officer.
- f) There should be 2 signatures on said receipt when turning into A/P Officer, person picking up the order and the person at the district receiving the order.

5) Notes:

- a) *IT IS THE RESPONSIBILITY OF THE PURCHASER TO KNOW AND FOLLOW THESE PROCESSES.*
- b) All purchases made on behalf of the Ephrata School District must have prior approval with the exception of emergencies. (Example: broken waterline and must be fixed immediately.)
- c) Said requisition has been approved by the Principal/Supervisor and then approved by the Director of Finance.
- d) All invoices, receipts and packing slips must be turned into the District Office in a timely manner.
- e) Failure to garner prior approval may result in their purchase(s) being denied, and/or they will be responsible for the expense.
- f) Failure to comply with these purchasing requirements may result in your purchasing privileges to be revoked, or any credit cards kept at your building returned to the District Office.
- g) These privileges and processes are at the discretion of the Director of Finance.

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