

CAMBRIAN SCHOOL DISTRICT
Board Policy

Procedure 3310
Adopted: January 22, 2002
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BUSINESS AND NON-INSTRUCTIONAL (SUPPORT) SERVICES

Purchasing

The school sites, with assistance from the business office, will initiate and maintain an orderly procedure for ordering school/classroom equipment, supplies, and services, through authorized personnel.

The following procedures shall be considered standard.

- I. At the time of order,
 - A. A purchase order shall be filled out including; PO#, date, vendor, goods and/or services ordered, price, account coding and principal's approval. (Availability of budgeted funds shall be verified at this time.)
 - B. The purchase order shall be logged for tracking purposes.
- II. Upon receipt of goods and/or services,
 - A. The receipt of goods and/or services shall be noted on receiving documents or PO should no other documentation be available.
 - B. The "Request for Warrant" portion of the purchase order shall be completed including; a request for payment number, date, the amount to be paid, and authorized signature.
 - C. This request shall be attached to the invoice and any receiving documentation and forwarded to the district office for payment.
 - D. The request for warrant shall be logged for tracking purposes.