

# SPED On-Line Order Request

*The District will ensure that each purchase is allowable, necessary and reasonable as defined by federal and state requirements. Purchases will comply with federal and state procurement and accounting standards and will be supported by adequate source documentation including approval by appropriate official(s).*

***The on-line order request is used when you need to purchase any equipment or supplies for your department.***

Before anything can be ordered an **on-line order request form** must be completed on **SMARTeR**. A link to this site can be found at <http://www.parkrapids.k12.mn.us/> under the pull down menu **Staff Resources** and **Employee Self Service-SMARTeR**. You log in using your **employee ID#** and **password**.

Instructions for entering requests are available on the District web site. Please be very specific with your request. The vendor, item number and description you enter is routed to your Principal or Supervisor as a requisition after you click the transfer button.

**For Special Education requests these 4 questions must be answered on the purchase order to determine if it is allowable, necessary and reasonable:**

1. In the absence of special education needs, would this cost exist?
2. Is this cost also generated by students without disabilities?
3. If it is a child-specific service, is the service documented in the students' IEP?
4. Is this to support special needs students in attaining their goals?

**\*Your request becomes the purchase order and is printed and sent to you to complete the 4 questions; you then send your purchase order to the Special Education Director for signature. Your request will be ordered after all requirements have been met.\***

**If you are going to pick up the items personally the original Purchase Order will be sent to you. You must present the Purchase Order to the vendor when you make the order and return the charge slip to the District Office.**

*Before payment can be made on an invoice three requirements must be met.*

1. *Purchase Order, authorizing the purchase.*
2. *Invoice, listing items purchased.*
3. *Signature, verifying goods have been received and they are acceptable.*

*The District is not responsible for items purchased without a Purchase Order.*

## *Purchase Order*