

**Great Falls Public Schools
Great Falls, Montana**

A decorative graphic on the left side of the page consists of three overlapping, curved, pink and green shapes that resemble stylized leaves or petals. These shapes are layered over a large, wavy green shape that spans the width of the page. The green shape has a darker green gradient and a black outline, and it casts a soft grey shadow on the white background below it.

Purchasing Policy Manual

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General Guidelines

The quality and quantity of purchases, for the Great Falls Public Schools, are determined by the schools and the various departments. Purchases of supplies, materials, equipment, service and maintenance agreements are done on an annual basis. Approximate timelines are listed in the back of this document. However, throughout the year smaller and as needed purchases are made as requested.

Any request for a purchase that exceeds \$80,000 must, by law and [District Board Policy \[7320-7320R\]](#), be purchased through the formal sealed bid process. This process takes 1-2 months so you must plan ahead on all purchases of this amount. The Board of Trustees must approve both the call for bids and the award of bid. A minimum of two Board meetings are required plus the statutory bidding timelines. It is unlawful to split orders to avoid the bid process.

The Great Falls Public Schools, at times, will use a written request for quote process to acquire the best pricing on acceptable items, not included on a bid.

Basic Policies

The basic policies for purchasing for the Great Falls Public Schools are:

1. All Great Falls Public School purchases must be authorized by the Purchasing Department. This department acts in the capacity of the Superintendent's designee in such purchases, and reports to the district's Director of Business Operations.
2. A purchase order is required for purchases of services, supplies and preview materials. *Great Falls Public School District is not liable for unauthorized purchases or requests.* Failure to follow these procedures can result in duplicate orders, unpaid invoices, duplicate payments and numerous hours of unnecessary tracking information.
3. Great Falls Public Schools will obtain maximum value for each dollar spent. The best price that is consistent with quality, serviceability and delivery will be accepted.
4. The Purchasing Department will comply with all government laws and regulations that are applicable to ensure the public trust in Great Falls Public Schools contracting.
5. The Purchasing Department prepares all pertinent information for the Annual Order Process(es). The best prices are then determined and the information is submitted to the Board of Trustees for approval. After the official approval, contracts to the most responsive bids are awarded, per district protocol.
6. The Purchasing Department personnel do not accept personal gifts from vendors, nor do they conduct purchasing transactions for personal benefit. This standard applies as well to any and all personnel employed by or acting officially on behalf of the Great Falls School District.
7. Personal items are not to be ordered through the Great Falls School District. Reimbursements for district item purchases are not to be shipped to personal addresses.
8. Gifts (free items) received with orders are considered property of the District, ***not*** the individual placing the order.

Coding

It is important that appropriate codes be provided for purchase requests. Items are to be coded appropriately based on the item purchased, not based on the amount of money available in a budget line. Call the Business Office for questions/assistance regarding account codes at the following numbers:

406-268-6062 – Lead Business Technician
406-268-6050 – Director of Business Operations
406-268-6040/6043 – Purchasing

If different expenditure funds are to be used for the purchase, the appropriate corresponding code needs to be listed for each item. Codes approved for the correct expensing of requests are listed below.

- 152** To be used only for paying stipends to employees. This code can only be used through payroll.
- 320** Purchased professional services, not to be used for paying stipends to employees. This code is not to be used on personnel action forms or time record sheets.
- 582** Expenditures related to staff travel or in-service training.
- 610** All supply purchases made from vendors outside of the district, including items with a value of over \$500 per item that are not considered to be equipment. An example would be purchasing software.

Items being purchased for teaching and classroom instructional supplies, that are under \$500, are coded to 610

- 611** In-house requests for supplies, such as:
- Warehouse Stock
 - Refilled Toner Cartridges
 - Warehouse Annual Orders Requests
 - Print Center Orders
 - Info Serve Phone Orders/Repairs
 - Graphics Department

640 Textbooks/Workbooks

660 Minor Equipment (\$500-\$4,999)

Equipment purchased in the price range of \$500 to \$4,999, per item, is considered minor equipment. Shipping costs associated with the purchased item are also coded to 660.

725 Major Construction Services (\$5,000 +)

Expenditures for constructing new buildings and for major renovating and remodeling are classified as betterments/improvements, which increases the value of the building.

730 Major Equipment (\$5,000 +)

Equipment with a purchase price of \$5,000 or more, per item, are recorded as fixed assets. Shipping costs associated with the purchased item are also coded to 730.

2225-640 Library Books and Annual Magazines Orders

Approved library book orders are forwarded to Information Services for ordering. All books and magazines that have library checkout coding and are placed in the library are coded to 2225-640.

Requisitions

Requisition purchases under \$10 will not be processed. Purchases under the \$10 limit may be reimbursed through petty cash at the District Business Office or individual school.


1. Prior to submitting information to the Administrative Assistant, for an electronic requisition to be created, the requester must acquire approval permission from the school/department administrator.
2. The electronic requisition is created by the school/department Administrative Assistant. (See corresponding section - Creating Electronic Requisitions in iVisions). Upon completion and approval, the requisition will then be transmitted to all assigned approvers according to which expenditure code is being used. Once the approval course is completed, the requisition will be transmitted to 'PRE PO' status for the Purchasing Department to process.
3. Send all necessary document(s) to the purchasing department to assist in completing the order correctly and in a timely manner. The corresponding requisition number is to be indicated on the document(s). Examples of these documents include: quotes, email correspondence, invoices, receipts, subscription forms and order forms.

The Data Center provides assistance in the scanning of document(s) relating to a requisition. Call the following for assistance:


406-268-6073 – Technology Support Technician


4. Advance requests and registration payments for staff travel and in-service training are ***not*** processed through a Purchase Order. Electronic requisitions entered will be returned to the originator and instructed to follow the appropriate procedure, which is through the hand written requisition process.
5. Typically 4-6 weeks is allowed for orders to be delivered. A requisition is to be entered in a timely manner to allow for the delivery timeframe. All orders will be sent ground delivery ***only***. In certain circumstances, overnight or 2nd day air may be permitted with pre-authorization by a cabinet level administrator.



Creating an Electronic Requisition in iVisions

1. Log into the iVisions Web Portal - <https://ivisions.gfps.k12.mt.us/>
2. Select Purchasing & Payables / Purchasing / Control Panel
3. Click the  icon. The Edit Requisition header screen displays.
4. Fill in the Vendor, DAC, Ship To, Requester (the actual person requesting the item, not the school secretary), Order Via, Project, and Order Type fields by clicking the drop-down arrow and making your selections from the lists.



Items marked with the  indicator are required fields and you must complete them to add the requisition.

- The vendor drop-down list will not be loaded until a few characters are typed in the field
 - iVisions then populates the list with vendor names beginning with the characters typed
 - Select the appropriate vendor
 - To add a new vendor choose “Add New Vendor”
5. When purchasing any technology that requires assistance for installation go to the help desk site at <http://support.gfps.k12.mt.us> to login. Complete the help desk ticket form and submit. A ticket number will then be assigned. This number is to be entered in the “Reference” field of the requisition.
 6. To complete the details for the item(s) being requisitions, click on the  icon. Fill in the description, part number, unit, and unit price fields as appropriate for the item being requisitioned.

Fill in the quantity and the account funding code. The account funding codes available for your DAC will load when the first few numbers are inserted. The appropriate account funding code then can be selected from the drop-down list.
 7. The tax field and freight field in the requisition are **not** used.
 8. To **save the funding line**, click the  icon.
 9. To **split-code** an entry, click the  icon to add the additional funding lines.
 10. If using the same funding account code on the next line item, check the **Hold Account Distribution box**.

11. Click the **save** button upon completion of entering the appropriate information. The system redisplay the fields so that you can add another line item, if necessary.
12. iVisions may display an Account Level Budget Balance Data window showing an **“uncommitted balance”** in red. This indicates the budget balance for that particular account codes has been exceeded. Click the Ok button to proceed.
13. Continue adding lines as needed to complete the order. **Shipping, handling and freight charges** are to be listed separately in the last line item of the requisition.
14. After all the detail lines have been added, check the **Close this Screen After Save** box and then click **Save** to return to the Edit Requisition screen.
15. In the **PO Notes** section, enter any specific information that will need to print on the purchase order (special delivery instructions, required date, Federal coding, activity fund reimbursement, PTA to reimburse). This is also the area to indicate contact information for a new vendor.
16. Any additional information regarding the purchase or vendor is to be noted in the **Internal Notes** section. Also, indicate the date the order was received as well as the invoice number on a “Confirmation Only” purchase order.
17. Click the **Save** button to save the requisition. The system displays a confirming message when completed.
18. Click the **Close** button to return to the control panel.
19. To **print a hardcopy** of a requisition follow these steps in the control panel:
 - Purchasing & Payables
 - Purchasing
 - Print Requisitions
 - Check the appropriate requisition box
 - Check requestor copy box
 - Show Report button
 - Print button

Purchase Orders

1. Purchase orders are generated from requisitions in the Purchasing Department. The originator will receive the Receiving copy of the purchase order. Orders for all elementary schools, orders paid with Federal funds and orders for equipment will be shipped to the district warehouse. Middle school and high school shipments will be sent to the respective school, unless otherwise specified.
2. A purchase order is required for purchases of service and supplies. Great Falls Public School District is not liable for unauthorized purchases or requests. The purchase order is required prior to the order being placed. The Accounts Payable Department will not process an invoice for payment unless there is a purchase order. "Confirmation Only" purchase orders requested after the fact defeat the purpose of the process and therefore should be avoided.

A. Open Purchase Orders

An open purchase order is issued to a vendor, at the school/department's request, for small purchases throughout the given school year. There is a limit on this type of order and a list of authorized purchasers are to be noted in a description line on the requisition. In the Order Type field choose Blanket.

Invoices must be sent to the Accounts Payable Department whenever purchases are made on an open purchase order. Indicate the purchase order number on the receipt/invoice. The purchaser's signature is also required.

B. Hand Carry Purchase Orders

The purpose of a hand carry purchase order is to be able to purchase items needed quickly from local vendors that accepts purchase orders. Follow the [Hand Carry Rules and Regulations](#) regarding this type of purchase order.

C. Errors, Corrections and Cancellations of Purchase Orders

If an error has been made or a correction/cancellation is necessary, on a purchase order, notify the Accounts Payable Department **immediately**. The Accounts Payable Department will contact the vendor. **In this type of situation, requesters are NOT to contact the Vendor.**

D. Prepays

Prepays are not allowed by law. Find another vendor or make the purchase through a district credit card holder.

E. Activity Purchase on District Purchase Orders

The following constitute situations where activity purchases can be placed on a district purchase order:

1. The district is paying for a portion of the order.
2. The purchase of a single item is over \$5,000 (including shipping costs) and will be placed on fixed assets inventory.
3. The vendor will not accept activity purchase orders and/or will not charge to an activity account, for example, Sam's Club, Wal-Mart, OfficeMax and Staples.

F. Procedures for payment of activity purchases on District purchase orders are as follows:

1. A purchase order is placed with the company following district procedures. All district purchase orders requiring reimbursement should use the following fund account codes for tracking purposes [124 – Elementary / 224 – High School]. Student activity account reimbursements needs to have the account code indicated in the PO Notes.
2. Item is received.
3. Sign and date the receiving copy and send to the Accounts Payable Department.
4. Invoice is sent to the Accounts Payable Department.
5. Paid copies of the invoice and purchase order are sent to the school's Activity Finance Clerk and the Business Office (DOB), for prompt reimbursement.
6. Purchase order is filed as complete.

G. Extended Warranty on Equipment

Traditionally, the District does **not** purchase extended warranties for equipment. If a school/department feels that it is necessary to purchase an extended warranty, the school/department will be responsible for keeping track of all the necessary documentation. Should the need arise to use the warranty, an [Unacceptable Supplies and Equipment Report \(SP-30\)](#) form needs to be completed. The Accounts Payable Department does the actual return for tracking purposes. Send the piece of equipment along with [SP-30 form](#), all necessary extended warranty documentation and the return merchandise authorization (RMA) number to the Accounts Payable Department.

Order Receiving Procedures

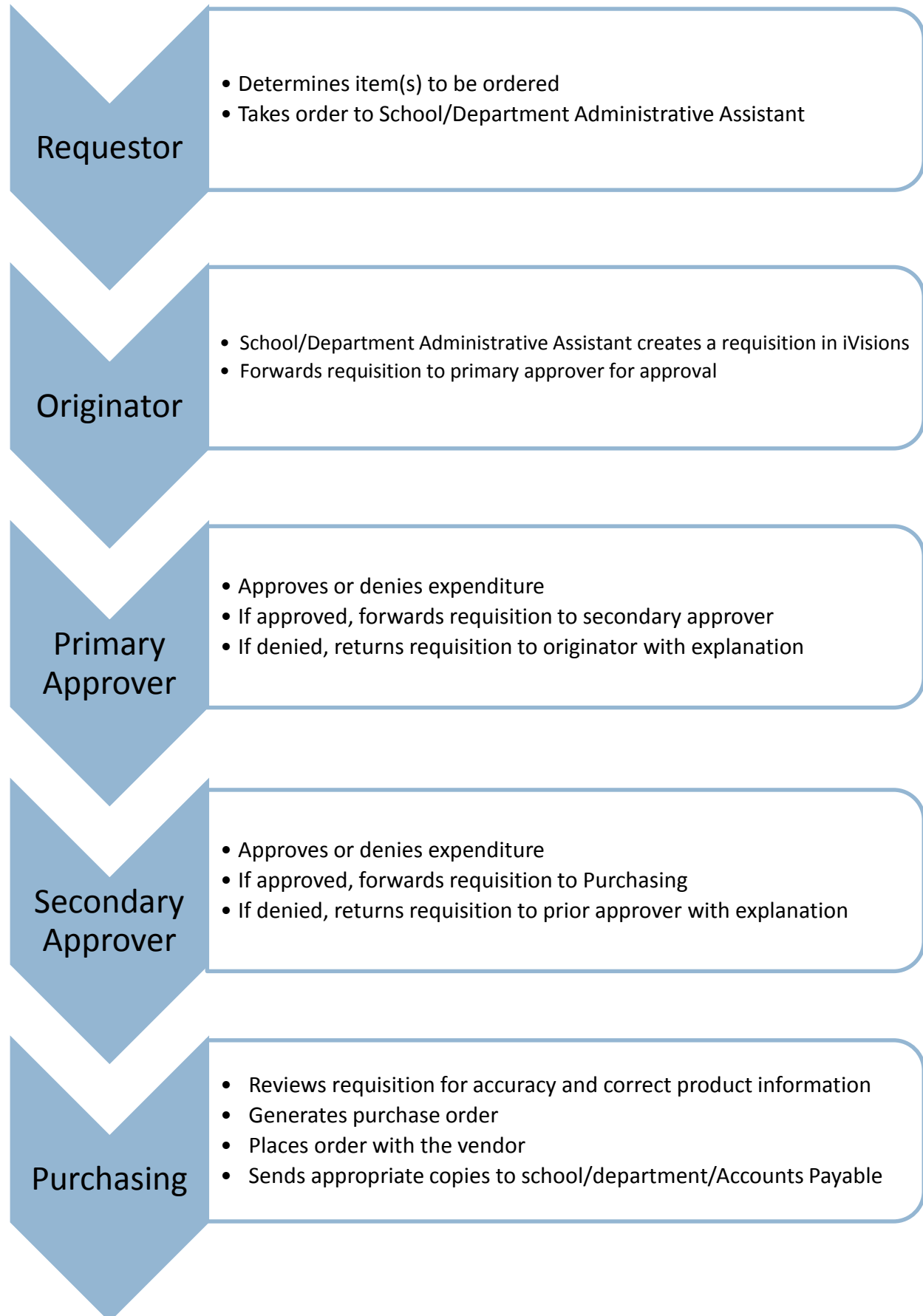
1. Upon receiving an order of merchandise, the receiver will conduct a quality check. All items should be taken out of the packaging and inspected for workmanship and general characteristics. The merchandise is to be checked for compliance against purchase order specifications, which includes:
 - Correct quantity
 - Correct product items
 - Concealed damage
2. If the product is as ordered, sign the receiving copy of the purchase order. On orders shipped directly to the school/department, all packing information, invoicing and the receiving copy must be forwarded to the Accounts Payable Department **immediately** upon receipt.
3. If a partial order is received, mark the items on the packing slip, sign, date and send to the Accounts Payable Department **immediately**, so that payment can be made on the items received. When all items have been received, sign and date the receiving copy and send to the Accounts Payable Department.
4. If an item is purchased for another school/department, make a copy of the purchase order receiving copy and forward it to that school/department. The school/department which actually receives the item will then sign and return the receiving copy back to the school/department that actually funded the purchase.
5. Most companies will not take back products if they are not notified within 30 days of receipt. If an item received is in any way unacceptable an Unacceptable Supplies and Equipment Report (SP-30 form) needs be completed and provided to the school/department administrative assistant. The administrative assistant will then send the form and item(s) back to the warehouse. This process needs to be completed within 10 days of receiving the item. Examples of unacceptable supplies or equipment would include: defective, damaged, duplicate order, changed mind, not as described or incompatible.
 - Fill in as much information as possible on the form including: purchase order number, supplier, description of the item and a detailed reason for the unacceptable product
 - Indicate if an item is to be exchanged, be sure to include the exchange information.
 - The pink copy of the form will be returned to the school/department will when the transaction is complete

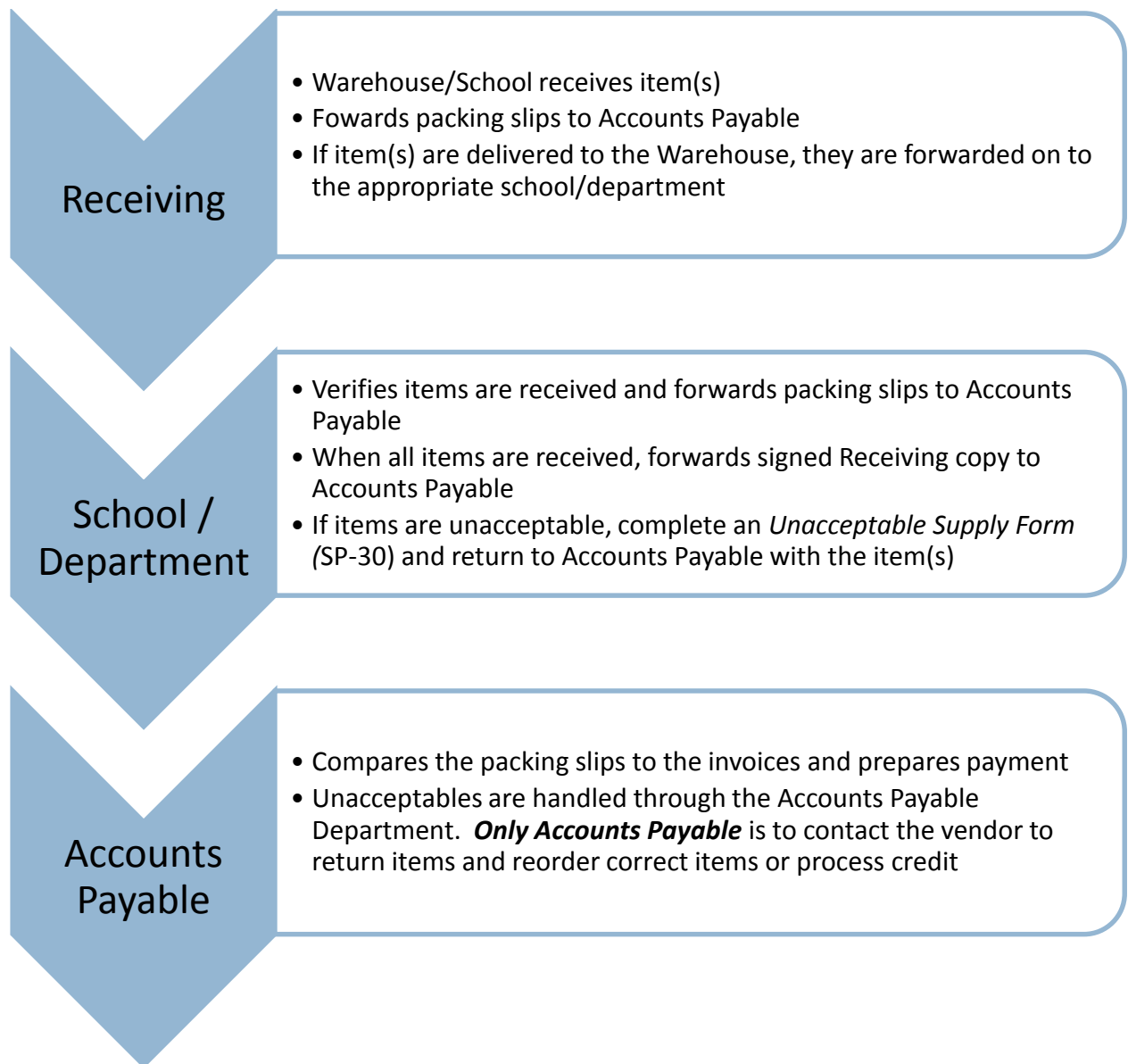
- **DO NOT** re-order on a new purchase order unless instructed to do so by the Accounts Payable Department.
- **In this type of situation, the requestor is NOT to contact the vendor.** The accounts payable technicians will contact the vendor, as needed.



If the vendor is contacted by the requestor, prior to discussing it with the accounts payable department, the accounts payable technicians will not assume responsibility for follow up.

Chronology of a Requisition





All purchases require two levels of approval unless the primary approver is a cabinet level administrator. The cabinet level administrators are:

- Assistant Superintendent K-6
- Assistant Superintendent 7-12
- Director of Business Operations
- Director of Human Resources
- Director of Student Services
- Director of Curriculum
- Director of Information Technology
- Superintendent

Claim Forms

The purpose of the [Claim Form \(SP-32\)](#) is to submit claim for payment when no invoice will be provided by the vendor. Claim forms are NOT to be used for paying district employees stipends for services provided to the District. Claim forms must be completed in their entirety, including signatures, prior to payment being processed.

Personal Reimbursement

The proper purchasing procedure is to use the purchase order process. Extenuating circumstances may arise, but require prior approval from the Director of Business Operations. **District employees are not to be directly reimbursed for purchases over \$150**, with the exception of travel related expenses. Claim forms are **NOT** used for reimbursement requests.

All receipts for reimbursement to individuals **must** be submitted in a timely fashion, as funds available to pay bills in one fiscal year do not automatically “carry over” to the next fiscal year. The District reserves the right to pay only \$150 for reimbursement requests that exceeds that amount.

Original receipts are **required** for processing personal reimbursements.



The personal reimbursement process is discouraged. All purchases are to be submitted using the electronic requisition process, for the required approval tracking.

Annual Orders

An annual order is a method used in which the District coordinates specific categories of purchases to gain better pricing. Examples include items such as office supplies, paper products and custodial supplies.

The annual orders are initiated and prepared by the Purchasing Department and provided to the school/department administrative assistants within the following timeline. Memos and individual annual order forms are provided electronically throughout the year. Be sure to follow the instructions carefully and do not write in or alter any items on the order forms, unless this allowance is indicated on a specific order.

Annual Services

Annual services are done in the summer and completed the first part of August each year.

All annual orders and annual services must be completed and returned to the purchasing department by the specific deadlines listed.

TIMELINE FOR ANNUAL ORDERS AND ANNUAL SERVICES

<u>Month Orders to be sent to Schools/Department</u>	<u>Annual Order</u>	<u>Month due back to Purchasing</u>
November	Custodial	December
November	Printing Supply	January
November	Paper Supply	December
November	Miscellaneous	January
November	Health Supply	February
January	Administrative Forms	April
January	Elementary Athletics	April
January	Elementary Classroom Magazines	April
January	Equipment	March
February	Library Magazines	April

<u>Month packet to be sent to Schools</u>	<u>Order</u>	<u>Date to be entered and approved in iVisions</u>
January	Classroom Instructional/Teaching	Second Friday in May

<u>Month packet to be sent to Schools</u>	<u>Annual Services</u>	<u>Request due back to Purchasing</u>
May	Microscopes	June
May	Rebinding	June
May	Sewing Machines	June
May	Sharpening	June
May	Typewriters	June

Warehouse Requisitions

1. School/department administrative assistants will create electronic requisitions using the warehouse module in iVisions. Once the requisition is completed it is submitted through the approval process.
2. The purchasing department will process the requisition and send the shipping receipt to the warehouse.
3. The warehouse then compiles the order and distributes the item(s) to the school/department.



DO NOT CONTACT THE WAREHOUSE to determine if stock is available. The warehouse inventory is tracked electronically, what is currently stocked may already be requisitioned and unavailable. Contact the purchasing department if you have any questions on available inventory.

Warehouse Shipping Receipts

1. When warehouse item(s) is/are delivered, the receiver verifies contents for accuracy and signs the shipping receipt. The yellow copy of the receipt is left for the school/department.
2. At the beginning of the school year, warehouse items are shipped as available, therefore, you may receive more than one shipping receipt per order.
3. If there are any discrepancies with the received warehouse items, for example, incorrect quantity/product or wrong product ordered, notify the purchasing department within two (2) business days, and complete an [Unacceptable Supplies and Equipment Report \(SP-30\)](#) form as outlined below.
 - Enter school/department and date
 - Enter the warehouse requisition and shipping receipt numbers on the indicated lines.
 - Enter the part number of unacceptable item.
 - Describe, in detail, the reason why the item is unacceptable
 - The form must be signed and approved where indicated.
 - The completed form, along with the item(s), must be turned in to the school/department administrative assistant, who will then send the form and item(s) back to the warehouse.
 - The school/department will receive the pink copy of the form when the transaction is complete



DO NOT reorder by creating a new warehouse requisition, unless instructed to do so by the Purchasing Department.

In-District Mileage

- The District reimburses employees for mileage, when travel is required by their position.
- A program, that provides the documentation required and calculates totals, is available to be installed on an employee's computer. Employees that do not have access to a computer may use the [Report of Mileage \(SP-31\)](#) form, however, we strongly encourage the use of the computerized version.
- View the [Great Falls Public Schools Mileage Chart](#) for mileage distance between the schools in Great Falls.
- Mileage reimbursements will be mailed to the employee's home address, or can be arranged to be picked up at the District Office Building.
- It is recommended that claims be submitted monthly or quarterly.
- All claims must be submitted prior to June 30, for any given school year.

Payment Deadline

In-District mileage, reimbursement for registrations and travel advances must be submitted to the Accounts Payable Department on Wednesdays by 12:00 p.m. (Noon), in order to be included in that week's payment. Checks are printed and distributed on Thursdays of each week and are available for pickup after 3:00 p.m.

Travel Reimbursement

Steps necessary to arrange for District travel:

Each school/department administrative assistant has [Reassignment of Duty](#) forms and [Order Requisition \(SP-58\)](#) forms. Forward the [Reassignment of Duty](#) form, [Order Requisition \(SP-58\)](#) form and any attachments to the appropriate office for approval and processing.

Travel advances (expenses not already paid by requisition) may be picked up in the Business Office after 4:00 pm on the Thursday prior to the approved travel date. Travel advances require an overnight stay.

Every individual must complete their own [Report of Travel Expenses \(SP-22\)](#) form. Include receipts for all expenses, except per diem (meals) and mileage, and submit to the Business Office within one week from the time you return from your trip. The [Report of Travel Expenses \(SP-22\)](#) form is required for all travel even if only per diem was provided. Differences of less than \$5 are not refunded/reimbursed.

See Great Falls Public Schools policy [7336R Travel Expense Regulations](#) for additional information.

Complete the Reassignment of Duty form and be sure it is signed by your school/department program administrator. If any expenses are being charged to District credit cards, this must be noted on the Reassignment of Duty form next to the appropriate item. Any items on a District credit card must be submitted, with proof of purchase, by the cardholder.

1. Transportation

List total cost on your [Reassignment of Duty](#) form. The lesser cost of airline vs. car is to be allowed.

- A. **Airline**: Make arrangements for your ticket, using a District Credit Card.
- B. **Car**: Determine the number of miles and multiply by the current [IRS approved rate](#) (use the current Montana Highway Map for mileage between cities).



If several individuals from the District are attending the same conference, you will be asked to travel together, share mileage or split the costs.

2. Lodging

- A. Reserve a room by contacting the conference housing agent or calling directly to book.
- B. Submit the itemized, zero balance and lodging bill to the Business Office at the completion of the trip.



If several individuals from the District are attending the same conference, they will be asked to share a room with someone of the same gender

3. **Per Diem - Meal Allowances** ([Rates per Montana Statute](#))

School/department administrative assistants have a copy of the current rates. If the cost of registration includes some of the meals, do not add in that meal to your per diem.



You do not need to save meal receipts when you receive per diem.

4. **Registration**

To have the registration prepaid, the registration form should be submitted to the Business Office two (2) weeks before the registration deadline. Complete the registration form and fill out an [Order Requisition \(SP-58\)](#) form. If at all possible, avoid on-site registrations as they are usually higher. If on-site registration is necessary, a receipt for reimbursement must be submitted to the Business Office upon return.

5. **Other Allowable Expenses:**

- A. May consist of airport taxi, shuttle and/or baggage.
- B. In certain situations, airport parking/car rental expenses may be approved with additional cabinet level approval.



Ask for receipts as you will need to submit them to the Business Office at the completion of your trip.

Equipment Transfers

Permanent Transfers

IMPORTANT:

- ❗ Keep all copies of the transfer form intact, for documentation of completion
- ❗ Transfers **MUST** be signed by building principal/department supervisor
- ❗ Submit completed Equipment Transfer Form to the Purchasing Department

An [*Equipment Transfer \(SP-69\)*](#) form **MUST** be completed when equipment/item(s) need to be removed from a building and placed in storage, moved to another building or are being traded-in with a vendor. Specific details are required regarding location of the equipment/item(s) needing to be picked up and location where item(s) are to be delivered.

Non-Permanent Transfers

Requests for risers, tables, chairs, platforms and wrestling mats are to be emailed directly to the Warehouse Foreman. Any questions call Warehouse at (406)268-6066.

Video Inventory – Items Less Than \$5,000

The purpose of the video equipment inventory is to account for items valued under \$5,000 that are property of Great Falls Public Schools. The packet containing procedures, camera and accessories for the video inventory of equipment are distributed on a scheduled basis.

If a building administrator determines that inventory tracking of items under \$5,000 is desirable, it must be done at the building level using the building's own individual inventory method.

Fixed Assets – Items Greater Than \$5,000

Equipment with a purchase price of \$5,000 or more, per item, are recorded as fixed assets and will be tagged with a Great Falls Public Schools control number sticker for tracking purposes. Refer to Great Falls Public Schools policy [*7500R Inventory Procedures and Guidelines*](#) for additional information.

- If new equipment is delivered directly to the school, notify the Purchasing Department so that a tag can be issued to be placed on the fixed asset.
- If a tag is starting to come off a piece of equipment, the number should be written on the item with a permanent black marker.
- If there is not a tag on a piece of equipment, notify the Purchasing Department and they will determine if a tag needs to be sent to the school.
- If a piece of tagged equipment is moved from one room to another on a permanent basis, but still in the same building, please notify the purchasing department. This may be done via e-mail. This is critical as auditors are looking for items that have been reported in the past as “missing.”

Business Credit Cards

Refer to the [Purchasing Card Program procedures manual](#) for further information or contact the Purchasing Department at 268-6040.

Gift Cards

The Great Falls Public School District strongly discourages the use of GIFT CARDS for any purpose because auditors have determined that there is a high incidence of fraud associated with their use. On a very limited basis, gift cards may be used with permission by the Director of Business Operations. Stringent documentation standards will be applied to the limited use.

Magazine Orders

Dues and subscriptions are to be renewed for one year only.

Meal Tips

Tips are allowed only for purchases of group meals and are not to exceed 20% of the bill total. Individual meal allowances are paid at a per diem rate which includes tip. Alcohol purchases are not allowed and should not appear on the receipt.

Membership Dues

School-related, professional membership dues are renewed for one year only. Please refer to the employee handbooks for allowable memberships.

Preview Materials

Preview materials are not authorized unless the appropriate approval has been obtained by following purchase procedures. Failure to obtain a purchase order in advance of placing such a request may result in the employee being responsible for any financial obligation resulting from the order.

Preview materials are time sensitive and must be returned by the vendor's deadline. Missed deadlines will result in financial obligation. Preview materials are tracked by the Accounts Payable Department, therefore, purchase orders are required to track these transactions and process invoices.

Purchasing from District Employees

Purchasing goods or services from anyone employed by the District is not allowed as per [Montana Code Annotated 20-1-201](#).

Telemarketers

Access to staff by telemarketers has greatly increased. Any purchase or agreement to purchase item(s), through a telemarketer, without a district purchase order, will result in the employee assuming all financial liability for the purchase.

~~~~~**CONTACTS**~~~~~

**PURCHASING DEPARTMENT**

Contact the Purchasing Department personnel with any questions regarding purchasing processes and procedures, transfer of equipment, warehouse inventory, etc.

406-268-6040

406-268-6043

[bopurchasing@gfps.k12.mt.us](mailto:bopurchasing@gfps.k12.mt.us)

**ACCOUNTS PAYABLE DEPARTMENT**

Contact the Accounts Payable Department with any questions such as status of orders, payment procedures, etc.

406-268-6069

406-268-6070

[bo\\_ap@gfpf.k12.mt.us](mailto:bo_ap@gfpf.k12.mt.us)

**BUSINESS OFFICE SECRETARY / STUDENT ACTIVITY**

Contact the business office secretary / student activity with any questions regarding travel, reassignment of duty, etc.

406-268-6065

**CENTRAL RECEPTION**

Contact central reception with questions regarding printing of Letterhead/Envelope. SP forms are available at Central Reception

406-268-6054

406-268-6051

**DIRECTOR OF BUSINESS OPERATIONS**

Brian Patrick

406-268-6050