

Tumwater School District Procedures

PURCHASING

The following procedures are established for the purchasing of all supplies, instructional materials, contractual services, and capital outlay items.

1. **Purchases:** A purchase order is required for all purchases other than those made with a District Travel or Procurement Card. Any exceptions must be approved by the Director of Financial Services.
2. **Telephone Orders:** A purchase order must be approved by Financial Services prior to making a telephone order.
3. **On-the-Spot Purchasing:** Without an approved signed purchase order, this is not permitted. If purchaser pays for the item and then submits a claim for expense with invoices attached for reimbursement and the purchase is not approved, the claim for expense will be denied.
4. **Merchandise on Approval/Rental:** Nothing is to be purchased, rented, or accepted for approval without a properly signed purchase order. The item and limit of time should be noted to confirm the return.
5. **Travel/Procurement Card Expenditures:** Per District Policy No. 6212
6. **Personal Services Contracts:** A purchase order is required for Personal Services Contracts. The original copy of the contract is sent to the Director of Financial Services. A copy of the contract must be sent to accounts payable along with a completed W9 and a Personal Services Contractor Certification Form.
7. **Claim for Expense:** A purchase order is not required. Claim for Expense form must be approved by the Administrative/Supervisory personnel. All claims must be submitted monthly and must include receipts for all expenditures except mileage and meals qualifying for per diem.
8. **Open (Blanket) Purchase Orders:** All open purchase orders must have an estimated dollar amount and a general description of like items with an estimated dollar amount for each group of items. Identification cards will be provided for staff authorized to purchase on an open purchase order.
9. **Bids:** Per District Policy No. 6220
10. **Bidding Calendar:** Issued annually by the District Office.

11. Approval Process:

A. Program/Curriculum Purchase Orders

- a. Purchase order for \$1,000,000 or more
 - 1. Building Administrator approval
 - 2. Program/Curriculum approval
 - 3. Financial Services approval

B. All other purchase orders

- a. Administrator/Supervisory approval
- b. Financial Services approval