

# LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT #103

## Simplified Purchasing Procedures for Requestors

### I. PURPOSE

These procedures are designed to facilitate adherence to Lincolnshire-Prairie View School District #103 policies adopted by the Board of Education. These procedures have been created to enable the district to acquire supplies, equipment, materials and services that provide for effective management and proper expenditure of public monies.

All purchases should support a recognized District function or purpose, as well as provide for good quality products and services at the lowest cost with consideration for service, quality, delivery promptness, and compliance with State law.

Only authorized individuals may financially obligate Lincolnshire-Prairie View School District #103. The District requires issuance of a signed purchase order prior to a vendor furnishing services or shipping materials. The Business Office is the only department authorized to sign a purchase order. A list of authorized individuals who may authorize requisitions may be obtained from the Business Office.

The district does not have a purchasing department or a receiving department. This does not mean that purchasing and receiving does not occur. Therefore, duties must be shared.

### II. SCOPE

1. These procedures apply to all purchases made by the district or any of its subdivisions; i.e. schools, departments, programs, etc.
2. These procedures apply to all purchases of supplies, equipment, materials, and services.

### III. REQUISITIONS

1. Recognize need/want for supplies, equipment, materials, or services.
  - i. **Identify the need/want.** What is the need/want?
  - ii. **Identify supplies, equipment, materials, or services.** What material, service, or equipment would *best satisfy* that need/want?
  - iii. **Choose a vendor.** Who will provide the supplies, equipment, materials or services?
  - iv. **Identify cost.** How much will this cost? Include shipping.
  - v. **Get competing quotes.** Whenever possible, quotations should be received from at least 2 competitors.

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2. Complete requisition form – electronically or in paper.
  - i. Information to be included on the requisition form:
    1. **Vendor** name, address, phone, & fax
    2. **Date** requested
    3. **Name of requestor** (your name)
    4. **Department** (i.e. Music, Library, Math, etc.)
    5. **Classroom/Department Use:** Indicate whether items will be for individual (classroom) use or departmental/grade level use (i.e. “Classroom” or “Department”).
    6. **Budget Code:** if known. If not, leave blank for building/area secretary.
    7. **Specific items:** Include **quantity, unit price, item number, description, and the total amounts.** For a large list of items, please write “As per list” and attach a list of the specific items from vendor (i.e. from School Specialty, etc.). Subtotal per list must match requisition form.
    8. **Include shipping, if any.** If shipping is unknown, estimate at 10% of subtotal cost. If shipping is free, please indicate on form.
3. Submit completed requisition form to building/area secretary (electronically or in paper). **Under no circumstances are requisitions to be sent to vendors.**
4. Supervisor to approve/disapprove purchase request. If disapproving, secretaries should return request to original requestor informing them of the denial.

#### IV. UNAPPROVED PURCHASES

On occasions, employees of Lincolnshire-Prairie View School District #103 place orders without proper authorization. This practice has resulted in duplicate orders, delays in payments to vendors, and unnecessary time spent verifying the order. These occasions will be documented and are subject to administrative action and training.

Materials or services received that are not covered by a purchase order are the liability of the person or persons making the original commitment and are not the responsibility of the District. An employee assumes personal liability for making purchases without following procedure. As a matter of law, an individual without express authority cannot contractually commit on behalf of the District.

#### Emergency/Urgent Situations

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In the event of an emergency or urgent situation, a district administrator may make a purchase without a pre-approved purchase order. A check request form must then be processed and submitted for payment.

### V. SPECIAL APPROVAL PROCEDURES

1. **Membership Dues.** Requisition form and purchase order required.
2. **Fees (Seminars, Workshops, etc.).** Requisition form and purchase order required.
3. **Fees (Officials for Athletic Events).** No requisition form required. Submit properly completed check request form to Business Office.
4. **Subscriptions.** Requisition form and purchase order required.
5. **Student/Staff-Paid Purchases (items that staff/ students will personally pay for).** Requisition form and purchase order required.
6. **Food orders** – No requisition form required. Seek verbal preapproval from supervisor prior to food purchases. Orders must not exceed budgetary parameters. See Section IV UNAPPROVED PURCHASES. Submit invoice and properly completed check request form to Business Office.
7. **Repairs** – No requisition form required. Submit invoice and properly completed check request form to Business Office. All repairs should not exceed budgetary parameters.
8. **Travel (Between Buildings)** – Regular travel between buildings resulting from essential job duties does not need approval. No requisition form or purchase order required.
9. **Travel (Workshop/Conference)** –No requisition form or purchase order required. Request for approval of travel expenses for workshops and conferences should be made in My Learning Plan for submission to the Curriculum Office. After the workshop/conference, actual expenses must be reported in My Learning Plan and a check request form with original, detailed receipts must be submitted to the Curriculum Office. The Curriculum Office will then submit to Business Office.
  - i. **Hotel/Motel** – When possible, hotel reservations will be paid by the District in advance. Conference rates or mid-fare room accommodations should be requested.

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- ii. **Transportation** – When possible, air travel should be arranged by the District in advance. Air travel should be made at the coach or single class commercial airline rate.

### VI. RECEIVING

Receiving is critical point in the purchasing process because it has direct correlation with actually receiving supplies and expending district money.

1. Building custodians will deliver, or cause to be delivered, packages to original requestor on shipping label. Any shipments that are to no one's attention should be sent to the building secretary.
2. Original requestor confirm receipt.
  - i. **Confirm receipt via packing slips and visual confirmation.** Verify packing slips match what actually was received. Contact building secretary if items do not match. *If a packing slip is not included with the package (which should be very rare), a copy of the purchase order may be used in place of the packing slip.*
  - ii. **Send original packing slips** to building/area secretary.

### VII. REQUESTING CHECKS

Whenever possible, the regular requisition procedures should be used. Occasionally, there is a need to purchase supplies or equipment from vendors who will not accept a purchase order. In this event, complete a check request form. If a vendor will only accept a credit card, please contact the Business Office for assistance.

1. **Obtain an exact price quote** from the vendor. Documentation is needed.
2. **Send to Business Office** completed check request form along with appropriate support documentation.

### VIII. REIMBURSEMENT REQUESTS

Employees shall be reimbursed for expenses necessary for the performance of their duties which have been previously approved. Specific reimbursement conditions are as follows:

1. **Travel (Between Buildings)** – Use of automobiles at the standard mileage rate approved by the Internal Revenue Service. Submit completed mileage form to supervisor for approval. Dates for travel must be included. If possible, submit different mileage forms for different calendar years as the IRS rate changes per calendar year.
2. **Travel (Workshop/Conference)** – All expenses must be within budgeted parameters. If the anticipated expense amount exceeds budgeted amounts, prior approval is required. All requests

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for reimbursements of expenses should input actual expenses in My Learning Plan and complete a check request form showing the amount of actual expense, attaching original receipts if possible for submission to the Curriculum Office.

Specific conditions for workshop/conference reimbursements are as follows:

- i. **Registration Fees** – When possible, registration fees will be paid by the District in advance. Otherwise, a completed check request form with supporting documentation must be submitted to the Curriculum Office.
- ii. **Transportation** – The least expensive transportation should be used. Employees will be reimbursed for:
  1. Use of automobiles at the standard mileage rate approved by the Internal Revenue Service. Mileage is computed from the home school to the event and back; not the employee's home address. A Google Maps or MapQuest must be included to verify mileage.
  2. Air travel at the coach or single class commercial airline rate. Copies of airline tickets must be attached to the check request form.
  3. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the check request form to substantiate amounts.
  4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be included with the check request form.
  5. Taxis, airport limousines, or other local transportation costs.
- iii. **Hotel/Motel Charges** – If possible, hotel reservations and payments should be made by the district. If this is not possible, all employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Other expenses incurred by employees will be reimbursed when specifically related to School District business. The hotel bill must be included and detail the types of expenses incurred. Employees shall pay personal expenses that are charged to hotel room bills at check-out. If this is not possible, deductions for the charges should be made on the check request form.
- iv. **Meal Charges** – Meals incurred by the employee should represent mid-fare selections. Tips shall be included with the meal charges. The District will not reimburse for alcohol.