

LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT #103
PURCHASING PROCEDURES

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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. Building/area secretary to input requisition request in SDS.
 - i. **Include all information from requisition form** (original requestor’s name, location, vendor, specific items, and shipping). Large lists may be listed “As per list” and make sure documentation is attached. Subtotal per list must match requisition form. If shipping is free, please add “Free shipping” under “Special Order Handling Instructions”.
 - ii. **Attach original requisition form to SDS requisition, if possible.** Include additional list of specific items as well.
 - iii. **Add appropriate account numbers.** Check budgets to verify accounts. Please ask supervisor or business office if you need help.
5. Submit SDS request to supervisor. File requisition forms and supporting documents in anticipation of purchase order receipt.

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6. Supervisor to review requisition request.
 - i. **Check items for appropriateness** to fill need/want.
 - ii. **Check vendor/costs for reasonableness.** Please check the dollar amounts match the backup.
 - iii. **Check that shipping is included.**
 - iv. **Verify account numbers.** Change if necessary. Keep watch of account balances. In general, if there is not enough money in the budget, the request should be denied. For exceptions, please contact Assistant Superintendent for Business.
7. Supervisor to approve/disapprove purchase request. If disapproving, delete request in SDS. Please inform secretary of the disapproval. If disapproved, secretaries should return request to original requestor informing them of the denial.
8. Business Office to review requisition request.
 - i. **Check twice a day** – morning and afternoon. If items need urgent processing, contact Assistant Superintendent for Business.
 - ii. **Glance for reasonableness** of vendor/items.
 - iii. **Check that subtotals match** between SDS and attached backup, if possible.
 - iv. **Verify account numbers** are correct/appropriate
 - v. **Verify available funds** in budget line items. Business Office will contact supervisor if any concerns arise.
 - vi. **Ensure shipping is included.**
9. Business Office to approve/disapprove request.
 - i. If approving, authorize in SDS, issue signed purchase order, email purchase order to building/area secretary, copy to bills payable.
 - ii. If disapproving, contact building/area supervisor about denial. Building/area supervisor will inform secretary of denial. Secretaries should notify original requestor of denial.
10. Building/area secretary to send purchase order to vendor.

No orders should be placed without a signed purchase order issued from the business office. Attach copy of purchase order to original requisition documents in anticipation of receipt

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of materials, service, or equipment. If a vendor will not accept a purchase order, please refer to Section VIII – Requesting Checks.

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

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.

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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.
 - 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.
3. Building/area secretary confirm receipt packing slips and verify order.
 - i. **Compare packing slip with purchase order.** Verify items match. Contact vendor if items do not match.
 - ii. If purchase order fully received,

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1. **Write “okay to pay”** and initials on original purchase order.
 2. **Attach original packing slips** to purchase order.
 3. **Send to the Business Office** the okay-to-pay’d purchase order for anticipation of invoicing/payment. Retain a copy for own building/area records if desired.
- iii. If purchase order partially received,
1. **Check off** items received on original purchase order.
 2. **Copy original purchase order** for partial receipt processing. Place original purchase order back in file in anticipation of full receipt.
 3. **Indicate items received** on purchase order copy.
 4. **Write “Partial receipt okay to pay”** and initial on purchase order copy.
 5. **Attach original packing slips** to purchase order copy.
 6. **Send to Business Office** partial-receipt-okay-to-pay’d purchase order to business office for anticipation of invoicing/payment.
 7. **Keep a copy and attach** to original purchase order in anticipation of full receipt.
- iv. When partial receipt purchase order is fully received,
1. **Write “Received in full”** and initial on “partial receipt” purchase order.
 2. **Attach original packing slip** and original purchase order.
 3. **Send to Business Office** the initialed purchase order and packing slips for anticipation of invoicing/payment. Retain a copy for own building/area records if desired.

VII. ORDER STATUS

1. Follow-up on Purchase Orders.

It is the responsibility of the building/area secretaries to follow-up on their orders. Buildings/areas should check their purchase orders weekly to keep track of what they have outstanding and must contact vendors to find out status of orders.

- i. **Check with original requestor for receipt** of items. Get packing slips for any items received.

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- ii. **Contact vendor** for items not received to find out status.

Purchase orders will automatically be cancelled after ninety (90) days unless notes have been made in the requisition explaining why the purchase order should remain open.

2. Notice of Old Purchase Orders that are Outstanding

The Business Office will review open purchase orders in SDS and will give notice on purchase orders outstanding 45 days or longer. At 90 days, if no explanation is available, the purchase order will be cancelled and the building/area notified of the cancellation.

VIII. 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.

IX. 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 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. The Curriculum Office will then approve the payment of the reimbursement to the Business 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

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must be submitted to the Curriculum Office. The Curriculum Office will submit to Business 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.

X. PAYMENT TO VENDORS

No invoice will be paid unless receiving has been complete, and the fees are appropriate.

1. Business Office will review invoices, purchase orders, and packing slips.

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- i. **Confirm packing slips match purchase order.** For discrepancies, see building/area secretaries.
 - ii. **Confirm purchase order matches invoice.** For discrepancies, contact vendor.
2. Pay vendors
 - i. **Prepare bills payable** for approval by Board of Education.
 - ii. **Send payment** to vendors upon Board approval.