



London ISD Purchasing Procedures

UPDATED September 2024

District Budgeted Funds:

Purchase Requisition FORM is required to be fully completed, with supporting documentation attached, approved and signed by administrator. Forms must have supporting documentation attached and have complete and legible information (including signatures), or they will be returned. All vendors must have an updated W-9 form filed with the business office. Submit your requisition form to your campus secretary. Funds must be available in the budget for your requisition to process, and the secretary will communicate with you if there is a problem there. Each campus enters their own requisitions, which then are routed to the business office for final approval and issuance of PO. PO's will be printed by your campus secretary. You must have a completed PO returned to you before you sign any agreements, place any order or purchase anything with the exception of emergency situations and special circumstances, which must include an explanation, and be approved by your supervisor or administrator and the Business Manager. Any requests for travel must first have a TRAVEL REQUISITION form completed, approved by supervisor and submitted to the Business Manger before any PO's for travel expenses can be issued. Please be aware that any orders or purchases made without approval is your responsibility and funds may be owed back to the District. All house bills (utilities, trash, etc) must be approved by the Business Manager and may be issued a PA# (Purchase Acquisition) by the business office. A PA# may be issued for emergency purchases or situations where an amount is unable to be determined beforehand (such as contracted game officials or security, settlements on athletic games & etc...). All District expenses are considered use of public funds and purchasing of gift cards is not allowed. In addition, all expenses must be approved by the Business Manager. In situations where a vendor can't be determined prior to purchasing, "Various" may be used on the PO request. Business office will then reenter the invoice/receipt once received with the correct vendor using a PA# that references back to the original Various PO. The Various PO will then be adjusted for the received invoice/receipt.

If a check is required to be sent with your order, entry fee, or registration fee, and etc..., please indicate that at the top of your requisition form, along with the date the check is needed by. You must plan at least 2 weeks ahead for check requests. All check requests received by Thursday's at 3pm will be processed that Friday. Anything received after that time will be processed on the next check run date (usually the next Friday). Checks are written every week on Thursday or Friday with the exception of intersession, holiday weeks, and etc..., which may be subject to change.

Remember - You must have received back in hand a printed **PO form with PO number** to place an order. Once you receive your approved PO, you are responsible for placing your own order, and forwarding an order confirmation of some type (email, copy, etc) to the business office. That confirmation will be attached to your PO. The easiest thing to do is forward all invoices, receipts, or email confirmations you receive for orders to Mary in the business office at msherrill@londonisd.net. Make sure you ask your vendor to include your PO number on all invoices, packing lists and emails.

Reimbursements are NOT normally allowed except for purchases associated with travel, emergencies, and special circumstances. Do not register for workshops, conferences, etc without an approved PO. Reimbursements are not guaranteed and all receipts older than 30 days may be declined for reimbursement. All Reimbursements must be approved by your supervisor or administrator and the Business Manager.

Petty cash funds are available in each campus office and the business office for small reimbursements or purchases under \$40, with approval. Sales tax is NOT reimbursed.

Visa credit cards may be used, only when no other payment option is available or convenient – make requisition payable to Commerce VISA (with vendor name in parentheses), and plan ahead for VISA purchases. Any purchases made without approval may be owed back to the District. VISA cards are issued in individual employee names and must be checked out from business office during regular hours (8 am to 4 pm). Cards must be returned in person to business office, and signed in on log with detailed receipts. DO NOT leave cards in campus mailboxes.

You must plan ahead for purchases and allow at least 4 full days to receive your printed PO back once your requisition is processed, so plan at least a week in advance. It is NEVER TOO EARLY to submit a purchase requisition.

You must turn in packing slips or other receiving documents when you receive your order, and you must sign your full name, legibly, and print if necessary. Also include the date, and a notation that all items were received. The bill will not be paid until all documents are in order.

Contact your campus secretary to follow up on the status of your PO and check requests. Mary Sherrill in the business office handles accounts payable, and all questions related to PO's, invoices and checks.

Special procedures for staff travel: You are required to use a District vehicle if one is available. You must contact the Transportation Department, to submit a request at least one week in advance. If a vehicle is not available, you are eligible for 50 cents per mile round trip reimbursement, based on Google map. If you choose to use your own vehicle, you may not receive mileage reimbursement. All reimbursements must be submitted within 30 days after

the travel dates. You must submit **a travel requisition form** as mentioned above, and have it approved by your supervisor or administrator and the Business Manager to make sure all requisitions are completed properly, as well as to authorize all costs of the travel.

**Please refer to LISD Activity Fund Manual for all Campus and Student activity purchasing procedures.

Business Office Contacts:

Leslie Marin, Business Manager – lmarin@londonisd.net

Mary Sherrill, Accounts Payable Clerk – msherrill@londonisd.net