

BARRE UNIFIED UNION SCHOOL DISTRICT

Barre City Elementary & Middle School

Barre Town Middle Elementary School

Spaulding High School

Spaulding Educational Alternatives

REVISED September 18, 2024

Purchasing Procedures

The purpose of this procedure is to ensure that the business of Barre Unified Union School District will be conducted according to the Barre Unified Union School District Fiscal Management and General Financial Accountability Policy (F20).

]Pre-approval by the Business Manager must be obtained prior to making a purchase.

Employee completes a requisition form and submits it to their building bookkeeper or administrative assistant. The requisition will be created in School ERP Pro and will be sent to the Business Manager for pre-approval. Once approved by the Business Manager, the requisition will go to the administrator or director for final approval. Purchase orders may be created at this time and orders placed.

Contact the Business Manager when the cost of an item or service exceeds ***\$40,000** and if you are considering a piece of equipment over \$5,000 using federal funds (needs AOE approval).

FY25: W.B. Mason is the District's preferred vendor for office supplies. As part of the W.B. Mason account, there is a "Preferred Items List" under which you can find these items. Office/School supplies must be purchased from W.B. Mason if available. **W.B. Mason offers price matching!** Contact is: Dianna Grasso (Dianna.Grasso@wbmason.com). If you find the price of a product, offered by W.B. Mason, to be cheaper on a competitor's website, you simply send the link to your sales representative and ask that the price match be applied. You will not want to place the order through W.B. Mason until the sales representative has confirmed that the price match has been applied to your account. Specialty items may be approved from other vendors if they are unavailable through W.B. Mason.

Before submitting an order:

- A W-9 for the vendor must be on file and the vendor must be in the financial management system.
- A Purchase Order is created to encumber the account, regardless of payment method.
- The Purchase Order is placed in a file pending itemized receipt of supplies, materials, and/or equipment (equipment is an item over \$5,000).
- When purchases arrive items are verified against the packing slip.
- Packing slips are sent to the Bookkeeper notifying them the invoice is “OK TO PAY.”
- Invoice is reviewed by the bookkeeper for accuracy, ensuring that no sales tax* has been charged, and they facilitate weekly approval (signature) by the administrator. Please review the remit address on an invoice and note if it is different from the address on the purchase order.
- Approved invoices are sent/delivered to the BUUSD Business Office weekly by 4:00 pm on Friday.
- On occasion, charge accounts are used. Charge accounts are established at local businesses when approved by the Business Manager, and only authorized personnel who are listed on accounts are approved to charge. Administrators approve these invoices as well. Use of Venmo, Paypal, or any other payment platforms are not permitted.
- Credit cards are to be used only in extenuating circumstances. If a credit card is used for an order, the [Credit Card Procedures](#) and [Credit Card Usage Form](#) are to be included with the above documentation. When using a credit card, a purchase order must be created prior to use.

Examples of Non-Allowable Expenditures:

1. Alcoholic Beverages - Alcoholic beverages are not allowable under any circumstances.
2. Gifts - Gifts or items that appear to be gifts are not allowable.
3. Prepaid store cards—i.e. retail/grocery stores, Amazon, I-Tunes, convenience stores, gas cards, etc. are not allowed under federal/local regulations.
4. Sales Tax- The BUUSD is a tax exempt organization. Vermont State Tax Exemption Certificate Form S-3 is available from the AP Accountant upon request for seller’s verification. Invoices that include sales tax will be returned until rectified.