

RECOMMEND TO RESCIND 3.7.2022

AOS #81

(Comprised of CSD #8 and RSU #63)

- a. NEPN/NSBA Code:** **DJB**
- b. Title:** **Purchasing Procedures**
- c. Author:**
- d. Replaces Policy:**
- e. Date Approved:** **02/26/2015 CSD #8, 02/23/2015 RSU #63**
- f. Previously Approved:** **01/05/2004**
- g. Policy Expiration:** **Review as Needed**
- h. Responsible for Review:** **Business Manager/Budget & Finance Committee/Policy Committee**
- i. Date Reviewed:** **01/21/2015v(B&F) & 02/10/2015**
- j. References:**

k. Narrative:

- I.** To ensure the efficient and effective procurement of services and materials within the limits of the district's approved budget, Purchase Orders shall be issued, as appropriate, for services and materials procured for the designated district.
- II.** Prepayment Orders must be authorized by the Superintendent or his/her designee when payment in advance is required by the vendor. The procedure for a prepayment order is for the requesting department head to complete a Purchase Order in the prescribed form but to type (under the description of goods) "Approved for Prepayment." The department head will forward the entire Purchase Order to the Superintendent's Office for review and approval. When the order is received, the receiving party shall verify the contents are those ordered (in both quantity and quality), sign the enclosed copy of the Purchase Order, and forward it to the office of the Superintendent or his/her designee to provide verification of delivery.
- III.** Purchases other than those described above shall be considered the personal liability of the individual authorizing the purchase. Purchase Orders will not be approved after the fact unless authorized by the Superintendent or his/her designee.
- IV.** Purchase Order forms shall consist of two (2) copies, one of which will be faxed to the vendor. Of the two copies, one goes to the Principal or department head and one goes to the Superintendent or his/her designee. Blank forms shall be distributed only to those who will actually fill them out. Entries must be made so that information is legible on all copies.
- V.** Generally, the employee who is to receive the goods or services is the REQUISITIONER and should furnish the information required to complete the Purchase Order as indicated below:
 - A.** Step 1 = Enter the DATE that the form is completed
 - B.** Step 2 = SHIPPING INSTRUCTIONS should be left blank unless the vendor or

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nature of goods requires specific directions. If goods are to be picked up by Requisitioner, enter: "To be picked up by (specify who by name)."

- C.** Step 3 = Type NAME and ADDRESS of vendor within the outlined area. The company name should appear on the first line, with the salesperson's name on the second line when designated.

Example: School Supply Co.
 Attn: Mr. Lyle E. Smith
 One Pebble Street
 Groveton, NH 03582

- D.** Step 4 = QUANTITY should be specified carefully as to number and unit. If "case" or similar units are specified, then the quantity per case must be specified under the description of goods. Check catalogs carefully and specify in accordance with the descriptions contained therein.
- E.** Step 5 = Under DESCRIPTION specify the exact catalog number and description of items desired. Be specific and include all necessary data as to size, color, etc. If a preprinted order form is furnished by the vendor for a list of books, records, etc., then this step (Step 5) should specify the exact number of titles being purchased and read "(quantity) books as per attached list." Make two (2) copies of the preprinted order form and attach to Purchase Order.
- F.** Step 6 = Enter UNIT PRICE on the basis of the units specified in Step 4.
- G.** Step 7 = Type the correct address of the school where the purchased goods or service(s) are to be delivered/accomplished.
- H.** Step 8 = The ACCOUNT(s) to be charged should be specified at the bottom of the purchase order by the Requisitioner or the Approver (usually the department head or Business Office); however, the accuracy of this entry is the responsibility of the Approver. Entries should be made near the top of the space indicated so that changes may be entered below if necessary. The account specified must conform to the approved budget cost center/category from which it will be paid.
- I.** Step 9 = Next to the account to be charged, enter the amount to be charged against that account as specified in Step 8. The sum of all items in this ESTIMATE should equal the TOTAL of Step 9.
- J.** All Purchase Orders shall be reviewed with respect to the need for the goods/services and with respect to the provision of such goods/services within the planned program/cost center budget, and for accuracy. It should then be signed by the Principal or appropriate Department head in the space marked APPROVED BY.
- K.** At the completion of all Steps as defined above, the building Principal or

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appropriate department head shall submit the Purchase Order to the office of the Superintendent or his/her designee for final approval.

- L. Once the Purchase Order is approved by the Superintendent or his/her designee, the Purchase Order shall be returned to the initiating Principal or Department Head who will fax the vendor's copy and retain the copy approved by the Superintendent's office for comparison of ordered items and those ultimately received.