

Lonoke School District

Purchasing Procedure

1. Decide on an instructionally supported or maintenance related purchase.
2. If purchase is or exceeds \$10,000 follow Lonoke School District Policy on bidding/purchasing; Policy 7.5. All purchase requests over \$5,000 must be signed by the school board president. (Approval should be on the requisition prior to issuance of purchase order).
3. If purchase is or exceeds \$1,000 three quotes are required. Attach quotes to the requisition and follow steps 4-12.
4. Employee fully completes a Requisition for Purchase Order and approval process outlined on the requisition form prior to the purchase order being generated.
5. Principal approves requisition. Principal or their designee enters budget unit, and current fund balance (prior to this purchase) on requisition form. Requisition cannot be approved w/o budget string and current fund balance.
6. Superintendent or superintendent designee must approve the requisition. Purchases **shall not** be made prior to Superintendent or designee approval. Maintenance and transportation purchases that exceed \$250 (parts & equipment only) require Superintendent approval. All other maintenance and transportation purchases require superintendent approval.
7. After requisition has been approved by Superintendent approved requisition is returned to building/department where administrator or designee enters purchase order into APSCN and prints. Building administrator, director or supervisor signs original purchase order. Purchase can now be made.
8. All approved requisitions must have a purchase order generated within 30 days of the requisition's approval or the purchase will be voided.
9. Once purchase has been made and is ready to pay, administrator/supervisor verifies that order is complete and correct by initialing top right on the purchase order. Submit original purchase order with invoice and approved requisition and any other required documentation such as itemized receipts, to bookkeeping for payment/processing within one week of receipt.
Note: If final purchase price is more than PO and/or requisition, administrator/supervisor is to indicate overage amount and initial on top right of PO.
- 9a. Adjustments need to be made on building budgets for cost discrepancies.
10. For credit card usage all employees must have the requisition approved by the superintendent before a purchase of any kind is done.
 - a. If a credit card is needed to obtain the purchase, the employee will use the computer at the central office that will be (is) located in the bookkeeping equipment room.
 - b. In order to check out the credit card, you must be accompanied with your approved requisition. After order is placed on the computer, return a copy of the purchase along with the credit card to the bookkeeping dept. before leaving the central office.
11. Requisition form can be used for approval of travel and related travel expenses. If hotel reservations are involved there are three (3) options:
 - a. Direct billing from the place of lodging is the preferred method.
 - b. Receive a copy of the invoice, make a check request and take the check with you (this requires 7-10 days prior notice to print check).
 - c. Lodging charged to credit card; follow directions under item #10.
12. Fundraisers and Field Trips must have Superintendent's approval before the event or scheduled trip can occur. Fundraising Approval forms and Field Trip Approval forms are available at the schools or with your supervisor.