

F. Exemptions from Purchase Orders & Blanket Purchase Orders: (Amended September 1, 2024)

The following items/services are exempt from District Procurement and do not require a District purchase order or blanket purchase order.

- Advertising
- Athletic contests
- Automobile tags/titles & other DMV requirements
- Books/copyrighted educational materials purchased at conferences and workshops
- Chartwells Dining
- Donations
- District issued card payments(P-card)
- Evaluation services
- Expenses for visiting committees
- Field Trips
- Food/materials for Staff Development, In-service, and Public, Community& Professional Services
- Food for services invoices
- Food Service Contract
- Fuel
- Graduate assistants and Interns
- Livestock, feed, veterinary services and supplies
- Local school funds (Activity funds)
 - Procurement rules apply when paying from District funds then reimbursing from Activity funds.
- Payment from Activity funds can be reimbursed from District funds for items on this PO exemptions list.
- Membership Fees & Dues
- Off duty police officers
- Officials for athletic events
- Parking lot attendants
- Payments to Children's Attention Home
- Payments to K-12 schools and institutions of higher learning
- Payments to Local, State and Federal Agencies
- Payments for Payroll deductions
- Payments to Payroll vendors
- Payroll and Personnel functions that pay through Accounts Payable
- Postage/Shipping (includes USPS, UPS, etc.)
- Professional journals
- Radios and radio services
- Refunds
- Reimbursements
- School Resource Officers
- Small dollar purchases made with the District procurement card
- Staff Development and Professional Development
- Staffing Agencies (Including but not limited to ESS)
- Supplements to non-employees (Including but not limited to band consultants, athletic coaches, bus drivers, chorus accompanists, DJ services, time keepers for athletic events, etc.)
- Taxes, social security, annuities, etc.
- Training seminars
- Travel reimbursements
- Tuitions
- Utilities (power, gas, landline phones and landline services, cell phones and cell services, water, etc.)
- Use of activity vehicles
- Workshop registrations and fees, conference registrations and fees, seminar registrations and fees