

Procedure #7006
Category: Financial
Title: BLANKET PURCHASE ORDERS
Date of Initial Approval: 09/02/2025
Revision/Reauthorization Dates:
Reviewers: MSA Superintendent; MSA Fiscal Services Director; Department Supervisors

PURPOSE

This procedure is to establish a method for the use of blanket purchase orders. MSA has established accounts with frequently used vendors in the community for employees to purchase items necessary for day-to-day operations of the school. However, to comply with fiscal audit expectations, documentation of approvals and reasons for the use of those blanket purchase orders are required.

PROCESS FOR EMPLOYEES

1. Employees who need to purchase items from a frequently used vendor using a blanket purchase order must first obtain permission from their supervisor. This must be in written form (Using email or an online request form is acceptable).
2. In the request to their supervisor, the employee must include the reason for the purchase and details about the purchase.
 - a. Food purchased for a cooking lesson must be accompanied by the recipes, lesson plan, reason for needing the item, etc. Large quantity recipes must be reduced according to the number of students in the cooking activity. Staff numbers cannot be included in the recipes/quantity of food purchased. Staples (i.e., flour, sugar, salt, etc.) should be obtained via food request forms through our cafeterias and will be billed to departmental budgets.
 - b. Leftovers and/or excess quantities cannot be consumed or taken home by staff members. Staff members are encouraged to check with other departments if they have leftover food that needs to be consumed prior to their expiration dates.
 - c. Frequently used items (i.e., screws, wire connectors, etc.) should be purchased by the central supply and kept on hand for use during projects instead of being purchased individually for each project.
3. After obtaining approval from their supervisor, the employee can purchase the items. Receipts must be obtained from the vendor.
 - a. For Fareway and HyVee, the following steps are required.
 - i. Shopping must happen Mondays-Fridays. Any shopping on Saturday or Sunday must have prior supervisor approval for unusual circumstances.
 - ii. The account cards must be checked out from the supervisor's office and returned immediately after shopping. Any extended check-out

or use on weekends require prior supervisor approval and documentation of the reasoning

- iii. All receipts must be reviewed by the purchaser's supervisor to verify the items that were purchased to ensure that the items were received by MSA.
4. The pre-approval email and receipts must be submitted to the fiscal services department via supervisors. Each supervisor is responsible for reviewing the receipts and ensuring that the items purchased match the pre-approval as well as the reason for the purchase. (i.e., ensuring that the amounts of food purchased match the recipes being utilized)

SUPERVISOR RESPONSIBILITIES

- Supervisors are responsible for providing training and ensuring compliance with this process.
- Supervisors are responsible for ensuring that the items purchased are necessary and the amounts purchased align with project/lesson plans.