Policy CH (Local) Requirements

- Any District purchase that costs $ 50,000 or more shall require Board approval before a transaction may take place.
- All purchase commitments shall be made by the Superintendent or designee on a properly drawn and executed purchase order, which is issued prior to the District's commitment to order goods or have services rendered, as required by Board Policy CH (Local) in accordance with administrative procedures.
- The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control.
    - Persons making unauthorized purchases shall assume full personal responsibility for all such debts.

2. General Requirements

- It is the responsibility of the campus or department requisitioning goods or services to review and comply with Policy CH(Local) and plan accordingly.
    - Incorporate at least six weeks in your planning time frame in case Board approval is required.
    - Confirming purchase orders and telephone orders are not authorized in accordance with Policy CH(Local).
    - Persons making unauthorized purchases in violation of Policy CH(Local) and this Administrative Regulation shall assume full personal responsibility for all debts incurred.

3. Procedure for Vendors That Do Not Accept Purchase Orders

- Some vendors will not accept a purchase order but instead require pre-payment before the items may be purchased.
    - Regardless of vendor preference, local policy requires the issuance of a purchase order.
    - The campus or department shall enter a requisition for the goods or services required and the requisition shall clearly state in the Text section of the requisition that payment is required in advance.
    - If the requisition is in the amount of or exceeds the limit stipulated in Policy CH (Local), then board approval is required prior to the issuance of an approved purchase order and check for payment of the goods or services.
    - The campus or department requesting a purchase order and pre-payment must submit copies of detailed support such as enrollment forms, brochures, etc.
        - This information must be submitted to the purchasing department at the time the requisition is requested with the requisition number to be included on the form(s) for identification purposes.

        - If a copy of the supporting documentation needs to be mailed with the check, then it will be necessary to submit an additional copy of all supporting documentation.
    - The purchase requisition will need to explain what the item or event is for, when the item will be needed or the event will happen, how the purchase will support the district or campus plan, and the cost.
    - The purchasing department will process the requisition, subject to the requirement for board approval, only if the required documentation is provided.
    - Receipt(s) must be received by the finance department within 3 business days of the end of the event.
        - Persons not complying with this procedure shall assume full personal responsibility for any debts incurred and failure to comply will also result in the budget account(s) being frozen by the finance department until the documentation is received.

4. Procedure for Meal Purchases

- Purchase requisitions and approved purchase orders are required for all meal purchases from restaurant vendors regardless of whether the vendor requires or accepts a district purchase order. This does not apply to meals related to travel.
    - It is the responsibility of the campus or department requesting a restaurant purchase to plan accordingly and allow sufficient time for the required requisitions and purchase orders to be entered and approved.
    - The campus or department requesting a restaurant purchase shall enter a requisition the same as any other purchase.
    - The requisition must provide detailed explanation from the vendor to include the quantity and type of meal requested and the purpose of the purchase (who will benefit) and a description of the event.
    - If a check is not required by the restaurant at the time of purchase, then the purchasing department will forward the purchase order to the campus or department requesting the purchase order.
        - It is the responsibility of the campus or department to ensure that the purchase order is given to the employee requesting the purchase order.
    - If a check is required in advance, then the requisition must clearly state in the Text section of the requisition that payment is required in advance.
        - It is the responsibility of the campus or department to follow-up with the finance department to find out when the check will be ready to pick up.
        - Allow three business days for checks to be printed and purchase orders to be returned via inter office mail to the campuses.
        - Return change with receipt.

5. Procedure for Purchases Using Campus Purchasing Cards

- Campuses using their assigned Kroger or Sam's purchasing cards are required to comply with Policy CH(Local).
    - It is the responsibility of the employee intending to use one of the campus purchasing cards to plan accordingly and allow sufficient time for the required requisitions and purchase orders to be entered and approved.
- The campus employee responsible for the safekeeping of the Kroger or Sam's purchasing card shall enter a requisition in the same manner as is required for any other purchase.
    - The requisition shall include a description of the specific items to be purchased and what the items are to be used for to ensure that the proper account code is being used (the exact dollar amount is not necessary) an estimate sufficient to cover the expected cost of the items will suffice).
    - Any excess funds on a purchase order due to a high estimate are not to be used to add additional items or quantities of items not specified by the purchase order.
- For campus-held purchasing cards, the card shall only be released to the employee by the campus employee responsible for the card after receiving the hard copy of the purchase order via fax or interoffice mail to ensure that the purchase order has been approved by the purchasing department and the funds are encumbered.

- Upon completion of the transaction, the campus shall submit the original itemized receipt from the vendor, attached to the receiving copy of the purchase order, to the finance department for payment within 3 business days.
- The purchase order date will be compared to the invoice receipt date.
- Persons not complying with this procedure shall assume full responsibility for any debts incurred and failure to comply with the outlined timing of the purchase will result in the revocation of the campus purchasing card.

6. Procedure for Purchases Using District Purchasing Cards

- Campuses and departments may request the use of the district's Wal-Mart, Office Depot, or gasoline purchasing cards through the purchasing department.
    - The use of these cards shall be in accordance with Policy CH(Local).
    - It is the responsibility of the employee intending to use one of these purchasing cards to plan accordingly and allow sufficient time for the required requisitions and purchase orders to be entered and approved.
- The campus or department employee responsible for entering purchase requisitions shall enter a requisition in the same manner as is required for any other purchase.
    - The requisition shall include a description of the specific items to be purchased and what the items are to be used for to ensure that the proper account code is being used (the exact dollar amount is not necessary) an estimate sufficient to cover the expected cost of the items will suffice).

  - Any excess funds on a purchase order due to a high estimate are not to be used to add additional items or quantities of items not specified by the purchase order.
  - The maximum purchase order to Wal-Mart without approval from purchasing is $250.00.
- The purchasing department will email the employee requesting the purchasing card notifying them that the purchase order is ready and the card may be picked up in the purchasing department.
- Upon completion of the transaction, the employee using the card shall return the purchasing card and the original itemized receipt from the vendor along with the receiving copy signed by the purchaser and notated which items were not purchased or a lesser quantity was obtained to the Finance Department.

7. Social-Benevolence (Sunshine Funds)

- Purchases made through a campus or department social-benevolence fund (867) are not subject to Policy CH(Local).

8. Student Activity Funds (Fund 865)

- Student activity funds are monies generated by and expended for a particular student organization or club. Examples of these funds are membership dues and fundraising proceeds.
- Expenditures of these funds should be based on a vote of the organization membership or officers in a manner consistent with District policy and organizations bylaws. In other words, the decision to expend should rest solely with the students.
- Income received from a specific group should be expended for the benefit of that group.
- Purchases from this fund should be on a District purchase order; however, approved vendors need not be used.
- Purchases from this fund that are for educational or instructional use would be tax exempt.
- Any purchases meeting the criteria listed below are NOT tax exempt:
  - Any purchases not related to the educational or instructional process.
  - Items, which become the personal property of the student (i.e., cheerleader uniforms, band T-shirts, etc.) even though connected with a school or organization. The only exception to this is if the item is purchased as an award to a student.
  - Any purchase for the personal benefit of a private party or other individual.
  - Any purchase made by an employee of the District for items of a personal nature such as meals, toiletries, clothing and laundry services.

9. Other Purchases to include Reconciling Purchase Orders (Petty Cash and Meal Reimbursements)

- Petty cash is available on all campuses and will be tracked through means of a purchase order reimbursement for non-food purchases not to exceed $ 50.00 per purchase.
    - Excessive use of petty cash may be viewed as circumvention of Policy CH(Local) and may be removed from the campus.
    - It is the responsibility of the campus or department requesting a purchase order for restaurant purchases to comply with any other applicable administrative regulations pertaining to food purchases.

10. Emergency / Rush Purchase Orders

- Must be recognized by the superintendent or designee and approved by the director of purchasing.
- An emergency purchase is defined as affecting the safety and the security of the students and staff.
- An item directed for purchase by an ARD Committee that directly affects the well-being of that student shall be deemed a rush purchase order.

11. Purchases not requiring a Purchase Order

All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order. Under the following exceptions, a purchase order will not be required:

- Payments for game workers, judges, referees, officials, and security officers at district administered events
- Payroll related disbursements
- Travel reimbursement for meals, mileage and incidentals (airfare, hotel and rental car will only be reimbursed with prior approval from the Director of Purchasing)
- Entry fees, inspection fees, memberships and registrations
- Scholarships
- Fundraisers, book fairs, music lessons, tutoring fees, proms, and banquets for campus wide or student groups, yearbooks, diplomas, gowns, cords
- Utilities

- Admission fees for exhibits, museums, events and other similar attractions or activities
- Payments for services performed pursuant to Board-approved contracts
- Employee contributed and/or raised funds for the benefit of the employees (Social Benevolence Fund 867)