



## NVUSD Purchasing Protocols

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Please remember that you have the resources to be able to tell where your purchasing documents are in the approval path. You are encouraged to keep an eye on time sensitive items and to contact remaining authorizers in the approval path to help expedite the approval process.

\*\*\* Please read this document in its entirety and share with your entire staff ~ It will be beneficial for everyone to know the purchasing procedures BEFORE submitting requests. Thank you for your help.

### Requisitions/Purchase Orders

**DO** plan in advance. No goods or services should be received before a Purchase Order is approved.

**DO** make sure to attach all back up information (i.e, quotes, product information, ISBN or item #'s, signed board documents) to the requisition/PO in Escape before submitting on the approval path. \*\*What you type in the "notes" tab does NOT print on the PO. Please use the message *before* or message *after* options if you need to relay something to the vendor or to Accounting (such as a fax #) .

**DO** add your SPSA page number(s) to the requisition notes if using Title I (3010), ESSA:CSI (3182) or supplemental (0003) funding.

**DO** remember to get board approval if needed **before** you submit your requisition/PO and attach the **signed** board doc(s) in Escape. Please put board meeting date in the "message after" field in the items tab of the requisition.

**DO** include email address if PO is to be emailed to the vendor. Please add the information in the "Message After" field of the last item on the PO.

**DO** write your requisition/direct purchase number on all back up documents when you submit them to Accounting.

**DO** match your requisition to your quote or invoice. If items are broken out, please list them **separately**. check the shipping amount and include that in the requisition tab. Include the item #, part # or ISBN # in the line item. NVUSD is not tax exempt. If you are ordering tangible items, you must select taxable in the items tab. DO not change the sales tax rate. (We will pay sales tax even if the vendor does not include it in their quote/invoice).

**DO** notify Accounting or the Budget Technician if you do not see the account line needed in the drop down menu.

**DO** contact our purchasing agent, Steve Lowery, if you need help finding a vendor for a particular item that does accept purchase orders or to help find an alternate way to place your order.

**DO NOT** select an account line "just because it is there" as this will cause the requisition/PO to have to go back through the approval path unnecessarily. If we make the change it starts over from the beginning. If you are unsure what the code should be – call Accounting or your Budget Technician.



## Receiving

**DO** remember to receive all merchandise/services in Escape as soon as the items are received.

**DO** send all invoices into Accounting if you receive them at your site (and upload in Escape.) Accounting is **not** notified when something is received ~ **Therefore if we don't have the invoice, it won't get paid!**

**DO NOT** select the "receive all" button if you have not received everything on your PO.

## Reimbursements

\*\*Employee reimbursements need to be pre-approved *before* a purchase is made. Please email our Fiscal Director (Jenna Burrows) with your request and if it is approved, upload the approval email in the attachments tab of the requisition. *Please* let your staff know that reimbursements need to be preapproved so they do not end up paying out of their own pocket for things that were purchased without the proper consent.

**DO NOT** use employee reimbursements unless it is an emergency purchase.

**DO NOT** use reimbursements for a vendor that accepts Purchase Orders.

**DO NOT** combine personal items on receipts. Reimbursable expenses should be purchased separately.

## Travel

**DO** complete Form 51's with estimated expenses for each employee *before* travel. Include *completed* registration form. (If paying a vendor ~ this all must be uploaded in Escape)

**Out of State travel must be approved by the Superintendent before ANY travel arrangements are made.**

**DO** check the GSA rate before you travel so you know what the maximum per diem rate is for the area you are traveling (No surprises) website = [gsa.gov](http://gsa.gov)

**DO** provide itemized receipts for all meals. Meals without itemized receipts will be removed. Meal reimbursements where there is not an overnight stay will be paid through payroll. You will include these on the form 10 but do not add them into the total of the requisition. \* put a note on the line that the meals are a payroll expense.

**DO** be sure to list attendees, location and dates of workshops (be it virtual or in person) on Travel requisitions. Upload conference registration and travel forms in Escape. Please send all originals to Accounting.

**DO** submit Form 10 within **30 days** of travel (no exceptions).

**DO NOT** purchase meals for other employees.



## Revolving Cash

**DO** supply the supporting payment documentation with a reimbursement request. Order acknowledgments do not qualify as payment information.

**DO** submit your replenishment requests monthly.

**DO NOT** use revolving cash for travel or services.

**DO NOT** use revolving cash for purchases over \$50.00.

## Miscellaneous

**DO** refer to the [Escape manual](#) for procedures.

**DO** call Accounting if you need additional help or are having a technical issue.

**DO** submit mileage reimbursement (Form 10) quarterly with required back up documentation.

**DO NOT** wait till year end to submit reimbursements.

**DO NOT** have items delivered to your home - all orders go to site

**\*Before your last contractual day, please check with the Accounting Department to ensure all Purchase Orders are closed, received, approved, etc.**