Procedure for classroom and office supply orders to outside vendors

- Fill out requisition form listing all items being requested for purchase, along with the purchase price. The form is on the school system website on the Financial Services, Purchasing page.
- Be sure to list vendor name, address, phone number and fax number in "Special Instructions" section of requisition.
- Give to Principal or Department Head for authorization.
- Principal or Department Head will forward to School Bookkeeper for entering into NextGen software. Original requisition is kept on file at the school. The School Bookkeepers can only use the account numbers listed on the school supply budget worksheet.
- Requisition is approved by Joey Holland within the software and then Rebecca Massey issues a purchase order and sends it to the vendor. The order will be sent to the person who initiated the requisition.
- Each school has a Receiving Clerk who will have a copy of all purchase orders for their school. As soon as the order is delivered, the copy of the purchase order should be signed by the person it was ordered for. All signed off purchase orders are to be returned to Rebecca Massey.
- **Exceptions to the above procedures –** technology orders and orders to be paid from federal funds.
    - Technology (hardware and software) requisitions are sent to Joey Holland.
    - Federal Grants are to be sent to the following program managers:

Title I-A	Bob Dechman
Title I-C, Migrant	Bob Dechman
IDEA 6B, Sp. Ed.	Cristie Gilliard
Title II-A	Bob Dechman
Title VI-B, Rural	Bob Dechman
Title IX-A, Homeless	Clay Stanaland

Procedures for Warehouse Orders

- Fill out warehouse requisition form listing the item number, description, quantity and price of each individual item. Form is on school system website on the Financial Services, Purchasing, page, along with warehouse item list.
- Give to Principal or Department Head for authorization.
- Principal or Department Head will forward to School Bookkeeper for entering into NextGen software. Original requisition is kept on file at the school. The School Bookkeepers can only use the account numbers listed on the school supply budget worksheet.
- Requisition is approved by Joey Holland within the software and then Rebecca Massey issues a purchase order. The warehouse will deliver the order, which must be signed for at the school.