Union Public Schools

PURCHASING GUIDELINES

PURCHASING





DO:

- Use your organization's name ("School Name" PTA; "Group Name" Booster Club).

- Establish and use your own Employee Identification Number (Tax ID Number).

- Verify the purchase is on your organization's account number.

DO NOT:

- Order or purchase anything as only "Union Public Schools".

- Use the district's EIN; it is illegal to use the district's Tax ID number to avoid paying taxes.

- Charge anything against the district's account.

PAYMENTS





SHOULD:

- Make sure every charge made by an authorized individual of the organization has a legible signature to help identify the purchaser.

- Only make payments from original invoices/receipts.

- If possible, require two signatures on checks - this protects both your organization and the signers.

SHOULD NOT:

- Pay unauthorized or unknown invoices.

- Pay from a supplier statement or copies of invoices - this can lead to duplicate payments.

- Allow only one person to authorize payments AND sign checks. This opens the door for fraudulent activity.