

Purchasing Procedures

The following purchasing procedures will be followed for the purchase of materials, supplies, equipment and services:

1. A completed requisition must be approved and signed by the building principal. Such forms are available from the business manager's office, and administrative assistants' desks. The teacher's name must be entered on the line marked "teacher/class". The account number to be charged must be entered on the line "budget code". The principal's signature will verify that funds are available.
2. The approved requisition will be given to the business manager for a purchase order number to be assigned. An e-mail will be returned to the requestor confirming the items are on order.
3. When the order is received, the teacher or staff member will check items against the packing list. Staff members must indicate if items have been received along with the date. Staff members must sign the packaging list and return it to the business manager.
4. All capital items costing over \$5000 or having a life expectancy of more than five years will be assigned an inventory control number. The assigned inventory number will be recorded on the packing list before it is returned to the business office.
5. The business manager will check the packing list against the original order and statements received from the vendor.
6. The business manager will pay the vendor and file the paid statements/invoices with a copy of the purchase order, packing list and a copy of the check.
7. The business manager will enter any capital item costing \$5000 or more with a life expectancy of more than five years into the inventory control files.

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