

## **Purchasing: Authorization and Control**

Purchase orders will be used to control purchases of most supplies, equipment, and services to be performed by outside contractors or vendors. Purchase orders are not required for certain ongoing contractual services such as professional services or commitments covered by a contract. Purchase orders are also not required for reimbursements for travel or purchases under \$1,000 or those covered by negotiated agreement.

A staff member requesting the purchase of goods or services shall initiate purchase orders. The school administrator or department supervisor responsible for budgetary control and superintendent or designee will give subsequent approval. Administrators will ensure the proposed purchase is prudent and within budgetary limits. As a minimum, purchase orders shall provide the following information:

- A. Name of school, department and originator, and date originated;
- B. School department or person to which material is to be delivered;
- C. Funding source or coding;
- D. Budget year, if different from current one;
- E. Description or specifications of supplies, equipment or services to be performed;
- F. Estimated cost based on latest price; and
- G. Authorizing signature.

Upon approval and coding by the superintendent or designee, the purchase order information will be entered into the fiscal system encumbering the estimated cost in the appropriate account code. The business office will retain account payable and numerical control copies. The original purchase order copy will be returned to originator who will be responsible for ordering the item or service. Upon receipt of the item or service, a signed packing slip or other evidence of receipt will be signed and returned to the business office.

Reimbursement requests must be received by the business office no later than the 10<sup>th</sup> of the month in order to be reimbursed that month.

When possible, expenditures for hotels and commercial transportation for approved district travel will be made through purchase order and/or credit card. Allowable travel expenditures will be governed by those authorized in district Procedure 6213.

Date: June 16, 2004

Revised: February 21, 2018