

MANAGEMENT SUPPORT

Purchasing: Authorization and Control

Requisitions will be approved by the superintendent/designee. As a minimum, requisitions will 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. Budget year.
- D. Specifications of equipment items (manufacturer, stock number, etc.).
- E. Estimated cost based on latest price; and
- F. Authorizing signature.

The district uses an electronic purchasing system. Employees will use this system to create a purchase requisition, which will become the purchase order once it is approved.

The final level of approval is done in the Business Office, at which time it is assigned a purchase order number and the amount of the purchase is encumbered to the account(s) designated. The purchase order must be used to place the order.

When the order is received, the purchaser will inform the Business Office by submitting a signed packing slip or by sending an email. The accounts payable department uses packing slips and purchase orders to reconcile against the invoice and create the payment, at which time the purchase is complete.

If something is ordered “for examination,” a purchase order is still required. It will be cancelled if, after examination, the materials are returned.

Date: 5/9/84; 1/25/99; 11/24/03; 1/24/11, 2/15/18.