Purchasing Procedure

1. Know how much of a budget you have in your classroom, department, or PGO.
2. Calculate all the costs including shipping, tax, admissions, and fees.
3. Create a requisition in skyward (See attached). This is how you ask for approval.
4. Submit requisition and await approval at district and building level. You will receive an email when it has been approved that includes the Purchase Order number.
5. Only after you get a purchase order approved can you make the purchase or spend funds.
   a. If a purchase order, get a printed copy (see attached) to give to the business. They send the school district an invoice for this cost and receive a check.
   b. If using a credit card, work with building administrator to purchase with a credit card.
   c. If getting reimbursed (not preferred), purchase with your own funds
6. Save receipts and provide the original or a scanned copy with the PO number to business office accounting specialist at accounts_payable@ptschools.org. If shipped please write the received date on the packing slip along with your signature.

Credit Card Procedure

1. Credit Card purchases are ONLY to be used when a vendor will not accept a PO.
2. When creating the requisition the vendor will always be BANK OF AMERICA VISA and the description needs to state whose card was used, as well as what company was purchased from.
3. Building administrators have access to the district Credit Card and will give you permission to use the card only after a requisition is created and approved
4. Forward order confirmations/receipts that show the description and total amount of purchase to accounts_payable@ptschools.org. The email should include the PO number. When the item arrives, please write the received date on the packing slip and scan to the accounts payable email address.

Amazon Purchases Procedure

1. The district has an Amazon account. The building administrators and secretaries have access to it.
2. We DO NOT allow personal Amazon accounts to be used since there is such a high risk of fraud.
3. When creating a requisition the vendor will be AMAZON CAPITAL SERVICES, INC.
4. Forward order confirmations/receipts with the description and total amount of purchase to accounts_payable@ptschools.org. The email should include the PO number. When the item arrives please write the received date on the packing slip and scan to the accounts payable email address.

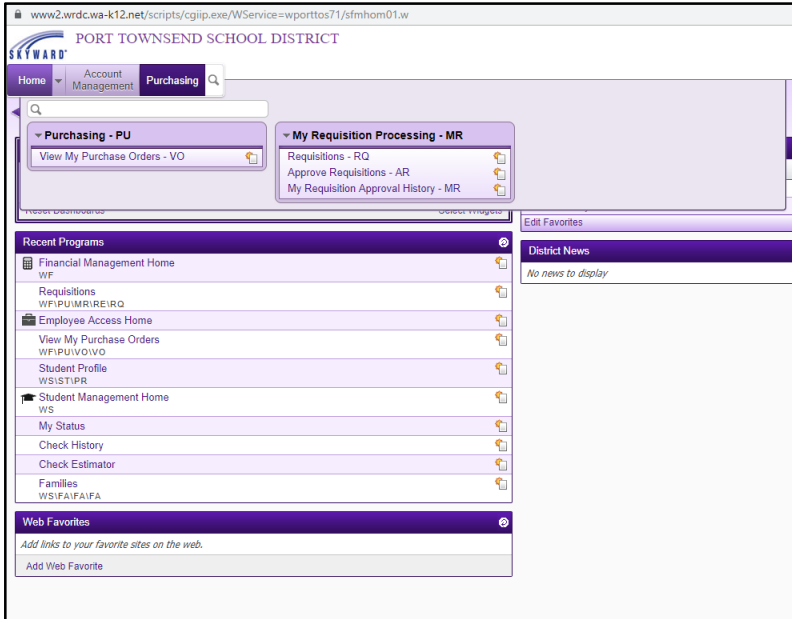## Reimbursement (least preferred method unless travel is involved)

1. There are 4 Expense Reimbursement forms to choose from. Whichever form is turned in must be accompanied by the original itemized receipts. Credit card slips showing only the total will not be accepted.
   a. Employee Expense Reimbursement Claims-Non-Travel
   b. Travel Expense Reimbursement Form
   c. Employee Reimbursement Claims – Local Mileage
   d. PT Travel Expense – Meal Claim Form
2. These forms can be found on the District Website > Departments > Business and Finance > Business Forms.

***Things to keep in mind:

1. You are purchasing with public funds and therefore these procedures must be followed
2. Purchase Orders will not be approved the same day they are submitted. Plan ahead when purchasing.
3. A requisition, once approved, becomes a Purchase Order (PO)
4. Invoices can only be paid once we know the item has arrived, therefore sending packing slips or an email to accounts_payable@ptschools.org letting us know it arrived is imperative to avoid late fees.

Creating a Requisition

1. log into Skyward
2. click on arrow
3. Financial Management
   >Purchasing
   >Requisitions – RQ

4. On this page click "Add"

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 740 - Highly Capable
Fiscal Year: 2018 - 2019 September 1, 2018 - August 31, 2019
◉ Account allocation by total requisition amount (YMA).
○ Account allocation by each requisition detail line (YDA).

☐ This requisition is used to restock a warehouse.

Save and Add Detail
Save and Mass Add Detail
Back

Requisition Information

* Batch Number: 09
* Description:

* Vendor:
* Ship To:
Attention: Sarah Rubenstein   Tax: 9.0000 %
* Due Date: 09/09/2019 Monday   Other: ◉ 00.00 %
Ship Date: 09/09/2019 Monday   ○ 0 $
Ship Via:
Contract:

Asterisk (*) denotes a required field

5. Select the correct Requisition Group
6. Write in general description (ex. "Art supplies for Spring Animal Unit project")
7. Type in Vendor info
    a. if teacher is buying and being reimbursed (not preferred) = write in own name (last name, first name); if you are not added as a vendor you must email Accounting to add yourself;
    b. If district credit card = Bank of America Visa;
    c. If Purchase order: click on the vendor you are buying from; ex.- KCDA =King County Directors, if new vendor email accounting to add
8. Click on "Save and Add mass Detail"

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **05**
Requisition Number: **0000059660**
Group: **(150) Business Office**

Accounting: **Account allocation by total requisition amount.**
Subtotal: **0.00**   Tax: **0.00**
Total: **0.00**   Other: **0.00**

Fiscal Year: **2020 - 2021**
Vendor: **BANK OF AMERICA VISA**
PO BOX 15796
WILMINGTON DE 19886

Ship To: **PORT TOWNSEND SCHOOL DISTRICT**
Blanket PO: **This is not a Blanket PO**
Description: **Amazon: test**

Requisition Detail Lines

Save
Back

* Line Number: 100   Taxable: ☑ View Tax   Reset
Line Type: ◉ Merchandise
          ○ Narrative
Catalog:
* Quantity: 1
Unit of Measure:

* Unit Cost: 12.00000
Total Amount: 12.00
* Description: Amazon: test

9. (on new page)
a. entered in quantity (e.g. "2")
b. entered in unit cost (e.g. "18.26")
c. entered in description (e.g. "glue stick pack of 60")
d. check if it is taxable (will automatically be clicked; unclick if item not taxable)
e. add other items if need be

f. click on "Save"
10. when done adding items, click on "Add Requisition Accounts"
11. find the account #, click on account #'s box (if typing in the account code you do not need to leave spaces)
12. hit "Save Account Distribution"
13. hit "Save and Submit for Approval"

Note: If you don't have access to the budget you are spending from, get approval via email and forward to Finance Director, Amy Khile, and "Add note" to requisition. You will still need to select a budget to submit the requisition.

How to find/print a Purchase Order

1. Log into Skyward
2. Click on arrow next to Home
3. Financial Management
4. Purchasing
5. View My Purchase Orders – VO
6. Then select the one you want
7. Print
8. The password is always: test2
9. Once the PO opens you can print it from this screen or download it so that you can send it as an attachment to the vendor.

**Please Note: Only the person that submitted the requisition has access to that purchase order. Therefore, if a secretary or principle submitted the requisition for you, they will need to access it for you. The exception is Amy Khile (akhile@ptschools.org) and Danielle Ferrero (dferrero@ptschools.org) in the business office can send anyone a copy of an approved PO.