

Purchasing

Due to auditing/tracking requirements, the following methods must be followed whenever district funds are spent. A PO (Purchase Order) or Expenditure Request must be filled out for all purchases and expenditures of funds. **Not both.**

Purchase Order (To be used prior to making any purchases)

- Complete a purchase order request and attach any necessary order documentation. Make sure all fields are completed properly to ensure timely processing. Keep a copy of order documentation for yourself.
- If Central Office is checked this means the central office will be placing the order.
- If Person Making the Request is checked this means the individual who submitted the PO will be placing the order.
- Submit PO request to your Principal for approval.
- The Special Instructions section should be used to communicate to the central office how you would like your order placed. (fax, mail, online or ordered by phone)
- Principal will send all approved PO's to the central office.
- Upon approval from the Superintendent, a copy of the PO # will be sent to you. All purchase order requests using current year funds must be turned in to the Central Office before Spring Break.
- PO's must be used within 30 days of approval.

Expenditure Request (To be used after a purchase is made)

- Complete Expenditure Request (must include attachment with **signed** receipts)
- Submit to Principal for approval.
- Principal will send all approved expense requests to the central office.
- Upon approval from the Superintendent a check will be cut and sent to the vendor listed on the form.