

### IMPORTANT INFO FOR DISTRICT PURCHASES

PO's (Purchase Orders or Purchase Requests) should be utilized for majority of purchases. **ALL PURCHASE REQUESTS MUST HAVE written prior approval** from department chair and/or Administrator of the account paying for the items (*as applies to the account being utilized*). If guidelines are not followed, you will not be reimbursed for items/purchases will not transpire.

#### Steps:

- Fill out the PR form and attach information (invoice, printout, picture with description) of the item(s) you are ordering.
- Obtain department chair **approval signature** and fill in account code. (Dept chair should complete this portion)
- Submit to Kerri for Ryan's **approval signature** and completion of processing.

If you have received approval for a different dept (other than yours) to cover costs, please leave the account code & chair signature blank and attach documentation of the approval so Kerri can issue to correct personnel prior to Ryan signing.

#### REIMBURSEMENTS:

There are some circumstances that warrant a purchase and a reimbursement can be issued. (For example-an item unobtainable through a DO Vendor, fresh foods needed for a lab, etc.) If \$35 or less, petty cash should be utilized. Paperwork is still required to be completed IN ADVANCE of the purchase.

#### Steps:

- Contact Kerri or DO account clerk (see phone ext. list for current clerk #) to be certain the amount of expenditure is allowed under reimbursement and that the purchases are allowable items.
- Complete PR with your name listed as the vendor (since the reimbursement will be cut to you) and the invoice/estimate for items.
- Receive written approval on the PO for allotted expenditure from dept chair. Please code account.
- Submit to Kerri for Ryan's signature and approval to purchase. ***You will be notified once it is approved and may then make the purchase.***
- Once purchased, bring the receipt to Kerri for submission to process reimbursement.
- Reimbursement requests must be submitted within 30 days of purchase.
- Reimbursements for a credit card purchase require the item to have arrived and a packing slip to be included OR an attachment of your credit card bill attached showing you've been charged.

#### PETTY CASH:

In emergency cases only, petty cash may be obtained for purchases under \$35.00 (per person per day) and for companies not authorized as vendors.

#### Steps:

- Obtain the petty cash form from Kerri and receive **written prior dept approval** for expenditure on carbon petty cash form, along with account code. (we double check that items are allowed & cannot be purchased via regular ordering)
- Return form to Kerri for **final written approval** and sign out monies for purchase.
- Purchase item(s) and return unused monies and receipt from purchase.
- Receipts/funds must be returned within 30 days of purchase.

#### **ALL ITEMS PURCHASED WITH SITE FUNDS BELONG TO THE SITE-NOT THE STAFF MEMBER**

- **Items purchased with Site Funds can be moved to any room/teacher/staff as deemed by Principal.**
- **Items purchased with dept funds should stay within that particular dept, but may go to any dept member as deemed by dept chair or course necessity.**

**\*Please remember that purchases with school monies must remain within the school.**

**\*Purchases may not be delivered to your home, they must be submitted to the school.**

**\*Don't purchase personal items on a receipt you intend to submit for reimbursement. Receipts need to be itemized.**