

### **IMPORTANT INFO FOR DISTRICT PURCHASES**

PO's (Purchase Orders or Purchase Requests) should be utilized for majority of purchases. **ALL PURCHASES MUST HAVE written prior approval** from department chair and/or administrator (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.

When purchases are received, please notify DO Account clerk when received (either with an email or by signing and sending back the packaging slip). This notifies her that the items are in good condition and its okay to process payment to the company.

#### **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 (Brianna Lucatorta Ext. 10527) 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).

#### **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 A 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.

\*Reimbursement approved purchases and petty cash receipts must be within 30 days of approval date.