

IMPORTANT INFO FOR DISTRICT PURCHASES

PURCHASE REQUESTS:

PR's should be utilized for all 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 or 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 to the DO.
- PR's are processed by our district account clerk to the appropriate vendor.

If you are requesting approval from a different dept (other than yours) to cover costs, please leave the account code & chair signature blank and attach documentation of the request/pre-approval so Kerri can issue to correct personnel prior to Ryan signing.

RECENT CHANGES WITH OUR BUSINESS ACCOUNTS:

- Office Depot requires a \$50 order minimum. Shipping is free on most orders, large weighted items being the exception.
- Amazon requires \$35 or more per order to receive free shipping.

When your items are delivered, check to make sure you have received everything. Let our account clerk know she is good to pay or follow up with her regarding any incorrect items.

If your item is unable to be purchased through a registered vendor, you may look into the following purchasing options:

1. Reimbursements
2. Petty Cash

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 and "REQUEST FOR REIMBURSEMENT" written at the top.
- 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.
- All purchased must be shipped to the school directly. NO personal addresses can be used or reflect on the receipts.

*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.

BUSINESS ACCOUNTS: Office Depot & Amazon

We have business accounts set up with both Office Depot & Amazon.

Most times our business rates are cheaper via office depot from the regular listed price, at times they are not. We must go with the rates that are reflect via our business accounts.

OFFICE DEPOT: You must have \$50 of items in your cart pre-tax to place a business order.

Shipping is free most of the time, but occasionally will be added to larger/heavier items (aka: desk)

When researching items, please pay attention to the allowable order methods and be sure your items are available via online purchases. We cannot do store pick up with our business account.

AMAZON: orders must be \$35 or higher pre-tax in order to receive free shipping.

There are many items not allowed for purchase out of site accounts.

Examples of such would be:

Hand sanitizers, sprays and cleansers, room freshener, rubber glue, humidifiers, gift cards, clothing (or any item considered a gift)

Please check in before submitting items of question or be aware certain items may be denied in your purchases.