



4016.2 Purchasing Materials and Services Administrative Regulations

Effective Date: 06/07/2019

Procedure:

1. The originator of the requisition shall gather details for purchasing from the vendor: Correct address, phone and contact information; whether the vendor will accept a Purchase Order; item numbers/price/availability.
2. A Requisition Form will be completed, including vendor information, details of the products/services, and the school's budget account code for each item.
3. The originator will identify disbursement instructions.
4. Supporting documentation must be attached, such as a registration form, order form, or copy of a catalog page.
5. A Purchase Order will be generated for each transaction.
6. The Executive Director or designee must approve the purchase.
7. The Executive Director or designee will indicate whether a Purchase Order or Check is to be sent to the vendor.
8. Accounting will (1) verify sufficient balances in school accounts and (2) verify proper budget account coding.
9. Purchase orders shall be prepared and numbered by the accounting department.
10. For checks, the accounting department will prepare a report listing all checks to be issued.
11. The Executive Director and an authorized Board Member or designee will sign and date the report as approved.
12. The accounting department is authorized to release the checks only upon receipt of the signed and dated report.
13. A copy of the report will be circulated to Board Members at least three days in advance of Board meetings.
14. The Board will review and ratify expenditures as appropriate.
15. The Executive Director will present all contracts to the Board for approval upon entering any agreements.

Original Procedure: 03/10/03

Revised Procedure: 03/09/07

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