

Non-Instructional Operations

Series 700

Policy Title: Payments for Goods and Services

Code No. 705.3-R

Guidelines for Requisitioning and Ordering

Requisitions:

Requisitions are used for annual bulk purchases, for internal purchases from the District warehouse and for our AEA cooperative purchasing programs.

The process for making a requisition is as follows:

1. The warehouse supervisor periodically distributes requisitions to building administrators.
2. Building administrators will submit completed, signed requisitions to the warehouse supervisor.
3. The warehouse supervisor will combine orders for best pricing and submit purchase orders to vendors.
4. When merchandise is received, the warehouse supervisor will deliver products to the buildings as requested.
5. Invoices will be processed according to procedures. Building administrators will receive a summary of their requisitioned purchases.

Purchase Orders:

Purchase orders are used for initiating a purchase from a vendor throughout the school year, other than the requisition process noted above. Invoices shall have a corresponding purchase order with exceptions for items like utilities, internal transactions,

construction/architect contract payments and tuitions.

1. A purchase order will be completed by each building when an order is PLACED.
The purchase order shall include the vendor name, address, ship to address, item description, cost per item and total cost along with the approved signature and account number.
2. A copy of the purchase order will be sent to the designated business office personnel for encumbering. (Delays in sending the purchase order will not allow for encumbering and will not allow for accurate accruals at year end.)
3. If the purchase is being delivered to the warehouse, the purchase order shall reflect that on the “ship to” address and a copy of the purchase order shall be sent to the business office AND warehouse.
4. Upon receiving the order, when it is inspected for proper purchase, enter the received by name and the date received on the purchase order and send it to accounts payable for processing. If the original invoice has been received, send this with the received copy. An invoice is required for processing payment. A statement is NOT a substitute for an invoice. All invoices are the responsibility of the originator of the purchase order to provide.
5. Maintain a copy of your purchase orders for a minimum of one year.

Charge Accounts:

Certain vendors will allow for the District to charge for merchandise. In these cases, a specific process shall be followed which may include providing a customer account number in addition to a purchase order. In all cases, it is the responsibility of the purchaser to provide a detailed receipt with the approved purchase order when required.

Credit Cards and Employee Reimbursements:

District credit card usage is addressed in Board Policy 401.10. Personal credit card use will be reimbursed with proper approval and documentation. Any sales tax and/or tipping will not be reimbursed.

Employee reimbursements for travel and other miscellaneous related expenditures are addressed in Board Policy 401.11. Detailed receipts are required for all purchases. Any sales tax and/or tipping will not be reimbursed.

Gift card and cash reward purchases are strictly prohibited.

Adopted: Fall 1969

Legal Reference: (Code of Iowa)

Reviewed: October 6, 2014

Amended: February 21, 2011

Cross Reference: