

PURCHASING PROCEDURES

Purchasing Responsibilities

The business procedures governing the procurement, storage, issuance, and delivery of all materials, supplies, services, and equipment required in the operation of the schools is an administrative responsibility of the school district and is specifically delegated to the Business Administrator.

The business office is responsible for the purchasing of all equipment, materials, supplies, and services; and, with the exception of contracts for school building construction, and certain major capital improvements, all purchases negotiated with the suppliers must originate from the business office of the school district.

Purchases made by school personnel without prior approval of the Business Administrator may not be honored for payment. Any such unauthorized purchases will be the responsibility of the employe or individual involved in the transaction. Invoices received for which a purchase order has not been issued by the business office will be returned to the individual person for an explanation and proper justification.

Requisition/Purchase Order

The purchasing process is initiated with the issuance of a Requisition/Purchase Order. For accounting control purposes, all essential financial facts regarding the purchases shall be identified on the initial form. For this reason, those authorized to issue requisitions should be sufficiently knowledgeable of the school system's budgeting and accounting system to complete the form in its entirety, including the accounting code and the estimated cost of materials and delivery charges. The estimated cost shall be shown on the requisition/purchase order to ensure that sufficient funds are available at the time the requisition/ purchase order is issued. If the goods or services being requested were not included in the budget as adopted, this should be noted on the requisition/purchase order, and the necessary budgetary adjustments and management approvals must be obtained before processing the request.

If those preparing requisitions/purchase orders have knowledge of potential suppliers from whom purchases or bids should be secured, the names and addresses of such suppliers should be entered on the requisition in the space provided.

However, if the person at the business office has knowledge of a supplier who will give better service or prices, the purchase order will be issued to the supplier deemed most qualified.

After the above conditions have been met, the original copy of the requisition/purchase order remains in the school office, and the remaining copies are forwarded to the business office.

Receiving Shipments In School Buildings

All deliveries shall be accompanied by a legible packing or delivery slip. This slip should be checked (not circled or crossed) beside quantity of each item by person checking in supplies. The slip should be dated and signed by checker and immediately forwarded together with the pink copy of the purchase order to the business office.

If the packing slip calls for a quantity shipped of 6, and in fact the package contains only 5, such shortage should be noted as follows: "Received 5", date/initials. However, if the purchase order originally called for 6 and the packing slip shows 5 shipped and 5 are actually received, this does not constitute a short shipment, but rather a partial shipment; (see PARTIAL SHIPMENTS) and it is to be presumed the balance will follow in another shipment. Likewise, if more items are received than stipulated on the packing slip, a note of this should be made on the slip and whether or not the extra items are to be kept or returned.

In the absence of a delivery or packing slip, the checks shall be made on the pink copy of the requisition/purchase order, dated and signed.

Rejected Deliveries

All deliveries shall be checked and/or tested promptly. If the results of the examination indicate that the delivery is not acceptable, the person checking the shipment should note this on the delivery slip and immediately notify the building principal who will, in turn, send the information to the business office in the form of a memo attached to the delivery slip. The business office will then contact the supplier, notifying him/her of the delivery and the reason for rejection, requesting replacement and instructions for returning the unsatisfactory materials. A copy of this notification will be sent to the school involved, but in no instance should the school return merchandise without notifying the business office.

Partial Shipment

Frequently, a vendor will send part of an order. In this instance, s/he will usually also bill for the partial delivery. When only part of a purchase is received, the schools should not send the pink copy of the purchase order to the business office since receipt of this copy denotes completion of the order. In this case, they will either check, date and sign the packing slip and send it to the business office, or if a packing slip is not included, will use the form entitled "RECEIVING ADVICE-PARTIAL SHIPMENT". This form must include the name of the person receiving the material.

It is not necessary to write a detailed description of each item; the generic term will suffice, i.e. pencils or maps or workbooks, etc. It is important that the purchase order item number appear and the quantity actually received, not the quantity ordered. This form will then

be sent to the business office, and the pink copy of the purchase order will remain in the school building until the order is completely received or cancelled.