

PURCHASING PROCEDURES

All materials to be ordered by the school district staff, whether for local or out-of-town orders, must be requisitioned on a out of town or six (6) part purchase order or a local purchase order (local meaning Mission or Rosebud).

Regular purchase orders must be forwarded through the superintendent's office for processing by the business office. The business office will maintain a central record system for the purpose of combining orders, avoiding duplication of purchases, taking full advantage of lowered prices for bulk purchasing, to follow up on delayed orders of delivery, and to reconcile deliveries to orders before payment is made. This delivery control will be applied to all purchases, regardless of point of delivery.

Local purchase orders are taken directly to the point of purchase but must be pre-approved by a supervisor and coded with the appropriate account number for billing.

Principals and directors will examine carefully all requisitions submitted by teachers, custodians and other employees for supplies, equipment and services. They will be responsible for verifying that items requested are needed before preparing and signing the purchase order and sending it to the superintendent.

All materials ordered for "Preview" must be supported by a purchase order which is approved by a supervisor. If the district receives a bill for previewed materials with no pre-approved purchase order, the individual who ordered the materials will be liable for payment.

All orders must include the name and address of the supplier as well as the purchase price. If the exact price is unavailable, an estimate of the cost should be given.

If any person orders materials other than through the superintendent's office he will be responsible for their payment.

ADOPTED: April 18, 1983

REVISED: January 24, 1994

REVIEWED: August 24, 2015