

Northeast USD 246 Purchasing Procedure

(effective October 1, 2005)

1. **Fill out (legibly) a district requisition form for the item(s) you are requesting.** Be sure to indicate the vendor and vendor's address, the ship to address and the estimated cost plus shipping of requested items. (USD 246 is a tax-exempt organization)
2. **Place the line-item (SACCT) budget number in the "Charge to" blank.** Your building administrator, supervisor, secretary, or the district office can provide you with this number.
3. **Get an approval signature on the requisition from your building administrator or supervisor.**
4. **Send a copy of the signed requisition to the district office. (Keep a copy for your records)** The line-item (SACCT) budget will be checked for available funds and final signatures of approval will be added. For local vendor purchases see the special section below.
5. **The business office will then generate and mail or fax a purchase order.*** You may call the office to confirm the purchase order number. It is suggested you place the purchase order number on your copy of the requisition.
6. **When you receive the requested item(s), check them against the packing slip and return the packing slip, with the purchase order number circled or highlighted, to the district office with a note that the purchase order is complete and ready to pay.**

*** NO ORDERS WILL BE PLACED WITHOUT A PURCHASE ORDER NUMBER THAT HAS BEEN ISSUED BY THE DISTRICT OFFICE. THIS INCLUDES ORDERS ON APPROVAL AND MAINTENANCE WORK ORDERS.**

EMERGENCY PURCHASES

In most cases with our current technology, urgent purchases can be accomplished following the aforementioned procedure. If necessary a PO number can be verbally issued from the district office to facilitate a phone in order. In addition, building revolving fund (petty cash) accounts may be used up to the limit of funds available in that account.

LOCAL VENDOR PURCHASING:

The district office of Northeast USD 246 will require that a signed requisition be completed before any local purchase may be made. **No purchase exceeding \$250 is to be made without a purchase order issued by the district office.** The requisitions must be signed by one of the below listed approved signers and have the USD 246 line-item (SACCT) budget number to be charged written on the requisition. **The approved signer is responsible for knowing if funds in the line-item budget are adequate to cover the cost of the purchase.** If you are not certain, be sure to call the district office for verification of available funds. After the local purchase is complete, attach the ticket to the signed requisition and send both, without delay, to the district office.

Below is the list of names that have authority to approve local purchase requisitions:

Alan Roberts
Steve Lechliter

Ken Cleland
Carl Goodwin

Nikki Traul
Evaughn Boswell

Larry Hill
Randy Rivers

Thank you for your cooperation!

Be sure to ask your building secretary about the requisition template for Microsoft Excel.