

Purchasing

No purchase is to be made without a preassigned Purchase Order number.

Purchase Order numbers can be obtained from the supervisor or the lead mechanic. All purchases are to be accompanied by a fully priced invoice. A packing slip will not suffice.

No Purchase Order number will be issued for an invoice less than \$10. If necessary, combine items and purchases in order to reach the \$10 minimum.

When recording purchases, record the appropriate amount in the appropriate cost column.

Cost Categories

Transportation:	Buses and C ₁ and C ₂
M & G: / Trans.:	C ₃ through C ₁₀ plus any miscellaneous equipment
Instruction:	C ₁₁ plus any class-related equipment
Support:	All machinery, equipment, tools, supplies, etc., belong to and used by the transportation department.