

Umatilla School District 6

Code: **DJ-AR**
Adopted: 10/10/96
Readopted: 2/11/04
Orig. Code(s): DJ-AR

Purchasing Procedure

The following purchasing procedures will be followed. All staff members will have access to purchase requisition forms and quote sheets. Purchases for their department will be requested via the use of the forms and **all** information needed to process the order attached. Incomplete purchase orders will be returned.

1. The staff member will complete the purchase order with the following:
 - a. Vendor name and address;
 - b. Quote sheet;
 - c. Catalog numbers and/or description of merchandise;
 - d. Prices - per item and total;
 - e. Shipping/Handling fees;
 - f. Account to be charged;
 - g. Staff member signature;
 - h. Requisition shall then be submitted to the supervisor.

2. The supervisor will:
 - a. Check to make sure all needed data are attached;
 - b. Verify the request is budgeted and funds are available;
 - c. Approve or disapprove the requisition;
 - d. Issue purchase order with shipping instructions; (initial line 14 for approval or attach signed requisition, if preferred);
 - e. Send purchase order (with requisition attached if there is one) to district office for assignment of purchase order number, signature, encumbrance and mailing;
 - f. Obtain administrator's signature.

3. The purchasing/internal control clerk will:
 - a. Check account for availability of funds;
 - b. Assign a purchase order number;
 - c. Obtain a signature of authorization of business manager or superintendent;
 - d. Encumber the account for the amount of the purchase order;
 - e. Mail white copy of purchase order to vendor;
 - f. Return blue and yellow copies of purchase order to building;
 - g. Retain pink and goldenrod copies for encumbrance and payment.

4. Upon receipt of merchandise, the requestor will:
 - a. Sign and date the packing slip, invoice and/or other forms;
 - b. Note any discrepancies;
 - c. Return forms to supervisor.

5. The supervisor will:
 - a. Note whether or not all items were received in good condition;
 - b. Note whether or not the amount invoiced is the same as when ordered;
 - c. Will forward all forms to the district office for payment.

6. The purchasing/internal control clerk will:
 - a. Recalculate invoice figures, attach the approved invoice to the pink copy of the purchase order along with any other related forms and will enter data to initiate payment of the purchase order;
 - b. When checks have been processed, the purchasing clerk will confirm the check amount, prepare the checks for mailing and present them to the business manager for signature.

7. In the event of an emergency, supervisory personnel may obtain verbal approval from the superintendent or business manager to make purchases. Paperwork **must** immediately follow such requests.

Quoting Procedures

If three quotes are not available, a written record must be retained describing the effort made to acquire at least three and why they were not available. It shall be the responsibility of the building principal/supervisor or designee to obtain quotations which will accompany purchase requisitions.

The following procedures shall be used:

1. Secure quotes from appropriate local suppliers when possible;

2. Be uniform when asking for prices:
 - a. Always indicate quantity; and
 - b. Whether the price requested is just for budgeting purposes; or
 - c. Is a quote for an immediate purchase.

3. If there is any question whether the item should be bid, even though the amount is under \$25,000, contact the business manager;

4. If there is the possibility that another staff member might have asked for quotes on the same or similar item recently, contact the internal control/purchasing clerk or business manager.

Exceptions to Standard Purchasing Procedure

ESD Cooperative Purchasing is the preferred vendor for certain supplies and/or equipment and should be consulted prior to making purchases. Items available include paper, office supplies, AV equipment, food and cleaning materials.

The purchasing clerk will send each supervisor a copy of the order form when it has been received from the ESD (usually January). Supervisors will consider the supplies on hand, the amounts needed for the following year and will return the order form to the purchasing clerk. The order will be combined with orders from the other schools and the district office and forwarded to the ESD.

Open Purchase Orders

Maintenance and operations department, food service department and laboratory classes have authorization to maintain a limited number of “open” purchase orders with local vendors not to exceed \$500 of purchases per month. All other purchases are to follow the standard procedure.

Petty Cash Funds

The maintenance and food services departments and the school offices will maintain a petty cash fund for purchases of supplies and materials for emergency use (i.e., time constraints) or for an amount less than \$25.

Other

Monthly utility bills, bus contracts, teleprocessing charges, consulting fees, leases, monthly maintenance contracts, etc., will not require purchase orders.