

District Purchasing Guidelines

◆ General Purchasing Policy

All purchases made with school funds must be **pre-approved in writing** by the appropriate department chair and/or administrator responsible for the account.

Failure to follow these guidelines may result in denial of reimbursement or cancellation of the purchase.



Purchase Requests (PRs)

Use a PR for all standard purchases.



Steps:

1. **Fill out the PR form.** Attach relevant documentation (invoice, printout, picture with description). With the exception of Amazon, all PO's require attachments of invoice/estimate and item descriptions.
2. **Department Chair Approval.**
 - Chair signs the form and fills in the account code.
3. **Submit PR to Kerri for:**
 - Ryan's signature
 - Submission to the District Office (DO)
4. **Order Processing.**
 - PRs are sent to the vendor by the district account clerk.
5. **Upon Delivery:**
 - Verify all items are received.
 - Notify the account clerk that items are correct or report any discrepancies.

Special Case:

If another department is paying:

Leave the account code and chair signature blank.

Attach documentation showing their pre-approval, and submit to Kerri for routing to the correct personnel **before** Ryan signs.

Reimbursements

Allowed only when items cannot be obtained through an approved vendor.

Examples: Fresh foods for labs, specialty items unavailable through DO vendors.

Note: If the total is \$35 or less, use **Petty Cash** instead.

Steps:

1. Contact **Kerri or the DO account clerk** to verify the expense is eligible.
2. Complete a PR with:
 - Your name as the vendor
 - "REQUEST FOR REIMBURSEMENT" written at the top
 - Invoice or estimate attached
3. Obtain written approval from your **department chair**, including the account code.
4. Submit to **Kerri** for Ryan's signature and purchase authorization.
5. Once approved, make the purchase.
6. Submit **receipt(s)** to Kerri for reimbursement processing.

Reimbursement Rules:

- Must be submitted **within 30 days** of purchase.
 - **Credit card purchases:** Include proof the item was received (packing slip or credit card statement).
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Petty Cash (Emergency Use Only)

For purchases of \$35.00 or less (per person, per day)

Used only when the item is not available through a district approved vendor.

Steps:

1. Obtain **Petty Cash form** from Kerri.
2. Secure written department approval (on the carbon petty cash form) with the account code.
3. Return form to Kerri for final approval and sign out the money.
4. Purchase the item(s).
5. Return:
 - **Receipts**
 - **Unused money**

Petty Cash Rules:

- Funds and receipts must be returned **within 30 days**.
 - Pre-approval is required.
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Business Accounts

Office Depot

- **Minimum order:** \$50 pre-tax
- **Shipping:** Usually free; may apply to large/heavy items
- **Important:**
 - Items must be available **for online order** (store pickup is not allowed).
 - Compare prices using the business account, as rates may differ from public pricing.

Amazon

- **Minimum order for free shipping:** \$35 pre-tax
- **How to order:**
 - Send **product links** to Kerri via:
 - Email links, Amazon list share, or direct links in your emailed PO
 - Kerri will load them into the Amazon Business Account cart



Important Reminders

- **All purchased items must remain at the school.**
- **Deliveries must be made to the school site.**
 - No personal addresses allowed on receipts or shipping labels.
- **Do not include personal items** on receipts submitted for reimbursement.
- All receipts must be **itemized**.
- All items purchased with Site Funds be moved to any room/teacher/staff as deemed by Administration. Items purchased by Dept Funds should stay within that particular dept, but may go to any dept member as deemed by dept chair or course necessity.



Non-Allowed Expenses

The following is a sample list of known items not aligned with district policy for purchasing:

- Personal Décor items such as: Mirrors, humidifiers, heaters, fans, clocks, decorations
- Ladder, stepstools
- Brooms, Vacuums, Cleansers or Sprays, whiteboard cleaner, Clorox wipes, Hand sanitizers, room fresheners
- Rubber Glue
- Gift cards, clothing or anything considered a gift
- Blow up bouncy houses, blow up slides, slip n slides

*Please check on any questionable items prior to submitting a PR request.