File: DJF-R-1 - Purchasing Procedures

Requesting Goods and Services--Requisitions

The official requisition form is to be made out and submitted by a teacher or department head to the building principal.

All purchases of materials, other than those made from petty cash funds, are to be initiated as requisitions for any regular school district budget-charged purchases. Any employee may originate such a requisition, but it must be approved by the responsible head of the unit or division prior to processing as a purchase order. The name of the person originating the requisition shall appear on the purchase order.

Ordering Goods and /Services--Purchase Orders

A purchase order and voucher system shall be used, without exception, to serve as a means of budgetary control. The system must be considered inviolate except in case of emergency and then only after approval of the superintendent and/or his designated representative. Responsibility for any purchase or commitment for the disbursement of funds cannot otherwise be assumed by the school district.

For purchases of school agencies (funds not coming from the operational budget of the schools), orders may be placed upon the authority of the director of the agency within the total amount budgeted by the agency.

All school district purchase orders are to be processed by the school administrative office and proper accounting made of the same. No purchase shall be allowed after the budget category is spent without prior approval of the Superintendent. Every effort must be made to avoid emergency purchases. When the administration office is not open and repairs or other critically needed materials or services are not on hand or in stock, the agency or division director (or in case of his absence, his first assistant) may make such purchases without a properly executed purchase order. However, as soon as the administration office is open, a proper purchase order must be processed to confirm the purchase.

When the administration office is open and the need for a non-stock item or material is urgent, purchase may be placed by telephone with confirming purchase order following. Proper encumbrances must be made.

Purchase orders shall be drawn in quadruplicate. The original purchase order shall go to the supplier, the first carbon remains with the bookkeeper, the second carbon goes to the originator of the order to be returned with the packing slip before the invoice will be paid, the third carbon is retained by the bookkeeper for permanent district record of the purchase, and the fourth carbon is sent to the secretary of the building the order originated in for the building records.

This practice is all-inclusive. The school system will accept no responsibility for purchases made in manners other than outlined in this statement. Employees or students who proceed in other ways shall be held individually responsible and accountable for improper procedures and costs relating thereto.

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Reviewed: April 16, 2018

Platte Valley School District, Weld RE-7