

FINANCE – DISTRICT PURCHASING AND REQUISITIONING ADMINISTRATIVE PROCEDURE

- I. **WAREHOUSE REQUISITIONS:** Each worksite stores an array of supplies necessary for day-to-day operation. Additional materials and supplies should be requisitioned from the district warehouse. The [Warehouse Catalog](#) and procedures for supply requisitions can be found on the District's website under Staff Resources.

Items not available through the warehouse can be ordered using the District's regular requisition system.

- II. **GENERAL REQUISITIONS:** The general requisition form is the e-document used to request the issuance of a purchase order to an outside vendor. All approved purchases shall be made by the use of an authorized purchase order from the Purchasing Department. A requisition may be initiated at any level of the organizational structure; however, to be honored by the Purchasing Department, it must have approval from the appropriate department head and administrator.
- A. No employee or student is authorized to purchase materials or services that financially obligate the District without an authorized purchase order number. Personnel who disregard this provision will be obligated to pay the vendor from their personal funds.
 - B. New vendor accounts are setup and approved by the Purchasing Department. A request may be made by completing the [New Vendor Request](#) form located on the District's website under Staff Resources.
 - C. All orders must use the Bemidji Area Schools official addresses. No shipments will be made to school buildings without prior approval from the Purchasing Department.

The [ISD 31 Electronic Purchase Requisition Guide](#) with instructions on how to complete a general purchase requisition can be found on the District's website under Staff Resources.

- III. **PURCHASE ORDERS:** The purchase order is a form which is prepared and sent by the Purchasing Department or Business Office. The purchase order is the only official form used to place an order with a vendor.
- A. Information on the purchase order is taken directly from the requisition or attachments.
 - B. Questions regarding the status, anticipated delivery date, etc., should be directed to the Purchasing Department. Purchasing will make the necessary contact with the vendor. Reference the purchase order number for questions.
 - C. If it becomes necessary to make changes on a purchase order (such as prices, quantities or a substitution of items); the change must be authorized by the

~~FINANCE GLOSSARY OF ADMINISTRATIVE PROCEDURES~~

<u>BACKORDER</u>	The undelivered part of an order which the vendor states will be delivered at a later date.
<u>GENERAL REQUISITION</u>	(Form REQ172). A formal request made to the Purchasing Department to procure goods or services from outside vendors. A requisition is prepared by the school or department making the request.
<u>INVOICE</u>	An invoice is an itemized listing of merchandise shipped or sent to a purchaser for payment. The invoice is prepared and sent by the vendor to the School District. The purchase order directs the vendor to send all invoices to the Business Office. Do not confuse the invoice with the statement; a statement will usually not itemize the purchases.
<u>PACKING SLIP</u>	(Packing List) is a detailed listing of the items in quantities of each item which are included in a shipment. Often, items which are being backordered will be so indicated. The packing slip is prepared by the vendor and is usually packaged in the carton with the materials being shipped.
<u>PURCHASE ORDER</u>	Is a formal request to the vendor <u>prepared</u> only by the Purchasing Department. The purchase order sets forth the terms of purchase, quantities and descriptions of goods and/or services to be provided.
<u>RECEIVING COPY</u>	A copy of the purchase order used to inform the Accounts Payable Department of the receipt of goods so that payment to the vendor may be made.
<u>STATEMENT</u>	A list prepared by the vendor, detailing the invoice transactions between the vendor and School District during a specified time. Normally a statement will show the unpaid invoice numbers and amounts. The company will usually send a new statement each month.

FINANCE—GENERAL REQUISITION FORM—ADMINISTRATIVE PROCEDURE

The General Requisition Form is the document used to request the issuance of a purchase order to an outside vendor. A general requisition may be initiated at any level of the organizational structure; however, to be honored by the Purchasing Department, it must have the signature(s) of the appropriate department head or administrator.

A.—Description of the form.

- 1.—The general requisition is a four part form.
- 2.—The copies are identified as follows: White—Purchasing Department; Canary—Central Receiving; Pink—School Copy; Goldenrod—Instructor's Copy.

B.—Preparing a general requisition—information required.

- 1.—“Date”—give the date the form is prepared.
- 2.—“Comments”—this area is for vital information regarding the order but at the same time information that should not appear on the purchase order.
- 3.—“Vendor”—show the company name, street address, box no., city, state, and zip code, of the suggested vendor. (Usually the company whose catalog is being used for the description and price of the items requested.)
- 4.—“Ship to”—show the name of the person making the request, the department or grade, and the school.
- 5.—“Catalog Year”—indicate the year of the catalog being used. (The most current catalog should be used for up to date prices and references.)
- 6.—“Quantity”—refers to the number of units to be ordered.
- 7.—“Units of Measure”—defines the size of the unit. Box/12, roll, each, dozen, etc.
- 8.—“Catalog Number”—is the number given in the catalog for the particular item requested.
- 9.—“Description”—is the catalog terminology for the item. Be sure to give size, color, copyright date, and other appropriate information to describe exactly what is desired. This information may be used to obtain bids or quotations from various sources.
- 10.—“Unit Price” and “Amount”—“Unit Price” is the cost of one “unit of measure” while “amount” is the total cost of the number of units being ordered. (i.e., 12 doze @ \$.05 per dozen equals \$.60).

~~FINANCE — PURCHASE ORDER FORM — ADMINISTRATIVE PROCEDURES~~

~~The purchase order is a five part form which is prepared and sent out only by the Purchasing Department or Business Office. The purchase order is the only official form used to place an order with a company.~~

USE AND DISTRIBUTION OF THE COPIES

- ~~1. — White Vendor Copy — this copy is sent to the company.~~
- ~~2. — Yellow Copy — Purchasing copy.~~
- ~~3. — Blue Copy — School copy.~~
- ~~4. — Green Copy — Accounts Payable copy — District Office use.~~
- ~~5. — Goldenrod Copy — Central Receiving copy.~~

INFORMATION SHOWN ON THE PURCHASE ORDER

- ~~1. — Information on the purchase order is taken directly from the requisition.~~
- ~~2. — Refer to the purchase order number for any questions regarding the order.~~

QUESTIONS AND PROBLEMS CONCERNING PURCHASE ORDERS

- ~~1. — Questions regarding the status, anticipated delivery date, etc., should be directed to the Purchasing Department. Purchasing will make the necessary contact with the vendor.~~
- ~~2. — If it becomes necessary to make changes on a purchase order (such as prices, quantities or a substitution of items), these changes must be authorized by the Purchasing Department. The Purchasing Department will communicate these changes to the vendor.~~
- ~~3. — Cancellation of an order is covered under a separate write-up. See Procedure SBR 300-60-1R(4).~~

~~FINANCE — EMERGENCY REQUESTS — ADMINISTRATIVE PROCEDURES~~

~~Every effort should be made to avoid requests for emergency purchase order numbers by foreseeing needs and requesting as far in advance as possible. If an emergency does arise, the following procedures should be followed. (Since these procedures require special handling, we request that this privilege not be abused.)~~

~~1. — Emergency materials from outside vendors:~~

~~—— When an emergency need arises for items or materials or services furnished by an outside supplier the general requisition form should be typed immediately; a telephone call or personal visit to the Business Office is then required for approval of the transaction and assignment of a purchase order number prior to any contact with an outside firm. The purchase order number should immediately be noted on the requisition. In no case should a contact be made with a firm prior to securing an approved purchase order number except to secure information. In any case where the materials are from an outside supplier, complete and thorough descriptions must appear on the requisition.~~

~~NOTE: To prevent the possibility of a double order occurring, the requisition should be clearly marked “CONFIRMING” state whether or not a confirming copy should be sent to the vendor or whether it is for record only. Send the requisition to the Business Office as you would under normal circumstances. A purchase order must be typed even if you already have the merchandise.~~

- ~~2. — SPECIAL NOTE it must be remembered that no employee of the Bemidji School District is authorized to purchase materials or services, where charges are to be made to the district, without an authorized purchase order number. Personnel who disregard this provision will be obligated to pay the supplier from his personal funds.~~

~~FINANCE CANCELLATION OF A PURCHASE ORDER ADMINISTRATIVE PROCEDURE~~

~~1. Cancellation request originating in a school or department.~~

- ~~A. Schools and departments are requested not to contact a supplier directly. All requests of this nature are to be processed through the Purchasing Department only, in writing.~~
- ~~B. All requests for cancellation must be made by turning in a copy of the blue purchase order copy (with notations of the cancellation) to the Purchasing Department. The Purchasing Department will then notify Central Receiving of the request for cancellation. The receiving copy submitted must be clearly marked "CANCEL" stating the reason for the request, the date and the person requesting cancellation. If a shipment on this order is en route, cancellation is impossible and goods are not returnable.~~

~~2. Cancellation requests by suppliers.~~

- ~~A. Requests for cancellation by the supplier are usually received in the Purchasing Department. The Purchasing Department will contact the school or department and the Accounts Payable Department. If only a few items are to be canceled from a multiple item order, those items will be identified as being canceled.~~
- ~~B. Occasionally a firm notifies only the Accounts Payable Department by means of a note on the invoice itself, that certain items are to be canceled. In this case, Accounts Payable will notify the Purchasing Department and the school will be advised as per the procedure noted above.~~
- ~~C. If the school should receive a cancellation notice direct from the company, the school should attach it to the blue copy of the purchase order and send it to the Purchasing Department.~~