

7.12F1 – REQUISITION AND PURCHASE ORDER SYSTEM

The following process will be used to access school funds.

1. School site principal (or designee) enters a request in Finance Plus. If there are funds in that particular budget, a requisition will be generated. (If there are no funds in that particular budget, see policy 7.13F3.)
2. The principal is the first level of approval of the requisition process. If the requisition is approved by the principal, he/she must sign the requisition indicating approval and send the requisition to the appropriate district administrative office at least seven days prior to date required (elementary, secondary, federal, athletics, curriculum, etc).
3. If the expenditure is not approved, the requisition will be sent back to the principal with appropriate feedback. If the expenditure is approved by the district administrator, the requisition will be sent to the superintendent (or designee).
4. For final approval, the requisition will be sent to the finance office for confirmation of a correct budget unit and a purchase order will be created.
5. The purchase order is a five-part form to be used as follows:
 - a. White Copy – send to the vendor upon purchase. (Employees may purchase ONLY after receiving hard copies of the purchase order.)
 - b. Goldenrod Copy – send to the school and returned to the finance office when items have been received as an evidence of receipt.
 - c. Blue Copy – send to the school to keep on file.
 - d. Yellow Copy – is kept with the requisition.
 - e. Pink Copy – is filed in numerical order.
6. All invoices are to be mailed to the administration office. The school will send the goldenrod copy of the purchase order with proof of receipt to the finance office. The invoice and the goldenrod copy will be compared to determine partial or final payment.
7. The finance office will then enter the invoice and produce payment by check. Checks are processed daily.
8. After checks are produced, a copy of the check will be filed in numerical order with the invoice, the goldenrod copy, and the yellow copy of the purchase order.
9. All reimbursements (including travel) will be paid from purchase orders. Open purchase orders will be closed at the end of the fiscal year or a date designated by the superintendent.
10. There will be no exceptions to this purchasing system (including Wal-Mart purchases).

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