

SECTION 335 PURCHASING PROCEDURE

1. Enter Purchase Order into Skyward School System
2. Purchase order is electronically forwarded onto building Principal for approval.
3. Principal or supervisor will approve the purchase and ensures that the purchase order:
 - a) Does not overspend the classroom budget
 - b) Are necessary classroom items
4. Purchase Order is electronically forwarded to Accounts Payable/Purchasing who ensures that the correct
 - a) Vendor address is used
 - b) Ship to address is used
 - c) Budget number is assigned
 - d) Does not overspend that classroom budget
5. After Accounts Payable/Purchasing confirms Purchase Order accuracy, the Purchase Order is then forwarded on to the Director of Business Administration for approval before the Purchase Order can be placed.
6. A Purchase Order number is automatically assigned after approval. The Skyward system emails the initiator of the Purchase Order with the Purchase Order number.
7. Accounts Payable/Purchasing will place the order unless the initiator noted that they would be placing the order.
8. Accounts Payable/Purchasing makes contact by email with all Purchase Order initiators to ensure that all items on the p.a. have been received.
9. NO INVOICE WILL BE HONORED FOR PAYMENT UNLESS IT HAS A PURCHASE ORDER NUMBER OR AN ALTERNATIVE PROCEDURE HAS BEEN PRE-APPROVED BY THE DIRECTOR OF BUSINESS ADMINISTRATION. In an emergency, a purchase order number may be secured by calling the Business Office, i.e. if a sales person is in the office and you wish to make a purchase, call for a purchase order number and have it put on order immediately. Prior approval of the principal or supervisor is required before phoning for a purchase order number.
10. All Walmart and Staples purchases are made with a school vendor credit card. These cards are available for check out from your building's Office Assistant. These purchases are normally under \$100.00 and require the purchaser to give their school phone extension as the Purchase Order number when checking out at the register. The receipt is then returned back with the credit card to the Office Assistant, who then enters the purchase into the system for the approval process to complete the transaction.
11. Expense account sheets, bills and invoices to be paid, must be in the Business Office by the first of the month if they are to be paid at the board meeting for that month.