

PURCHASING AND ACQUISITION:
PURCHASING PROCEDURES

CHD
(REGULATION)

ANNUAL ESTIMATE
INSTRUCTIONAL
SUPPLY NEEDS

On or before February 1st of each year, principals must submit their anticipated needs for instructional supplies for the following year. This report will include teachers' estimated classroom supply needs; teachers may be asked to make the projection based upon a specific annual dollar allowance for each classroom.

PURCHASE ORDERS
AND REQUISITIONS

All purchases and payments for goods and services that are to be paid from District monies allocated in the annual budget will be made through the following process:

1. All such purchases and payments will be made by official purchase order and processed through the business office.
2. All requests for purchases and payments must be submitted to the Chief Accountant on regular requisition forms supplied by the business office. Teachers will be supplied with forms and instructed by the principal or department head on the procedure for making requests for materials and equipment.
3. Teachers must submit to the principal a prioritized list of materials needed. After approval, the principal will make the necessary requisition and submit it to the business office.
4. Requisitions must bear the signature of the appropriate principal or the department representative with budgetary account authority.
5. Requisitions must include all necessary information as called for on the requisition form and must be properly coded for budget identification.
6. Requisitions will be forwarded to the business office for authorization and processing of the transaction.

7. A copy of the purchase order number and amount to be charged to the individual budget will be returned to the principal.
8. Requisitions for materials or equipment must be submitted with sufficient time to allow for the delivery of the materials or equipment within that school year. Suppliers will be informed that back orders will not be accepted, unless specific permission is granted by the Chief Financial Officer..
9. Copies of the requisition will be retained by the campus and the business office.
10. The District will assume no responsibility for purchases made except as provided in these regulations.

**EMERGENCY
PURCHASE ORDERS**

Emergency purchase orders are those issued verbally when a situation arises that justifies immediate purchase. The principal must secure an emergency purchase order number and approval from the Superintendent or designee.

Emergency purchase orders may be secured according to the following guidelines:

1. The emergency will be discussed with the Superintendent or designee.
2. The business office will issue a purchase order number to be affixed in the space provided on the requisition, and the form will be forwarded to the Superintendent or designee for approval.
3. If the purchase is made by the business office, a receipt will be issued indicating that the supplies have been received by the requesting employee.

CREDIT PURCHASES

The Superintendent or designee may approve credit purchases of items for which the requisitioner had prior purchase approval.

**STATUS OF
PURCHASE ORDER**

The business office will forward an inquiry to each principal regarding the status of each incomplete purchase order after 30 days from the date of initial request. The principal will complete the form and return it to the business office.

RECEIVING GOODS

All merchandise received by the District will be checked upon delivery for contents and condition. The employee receiving the goods will sign the receipt, signify the date of delivery, and note any deviation in the content or any question about the condition of the goods received.

Date Issued: October 5, 2004