

INSTRUCTIONS FOR REQUISITIONS & PURCHASE ORDERS

REQUISITIONS: Requisitions need to be completed and submitted whenever payment for something is to be made by Central Office.

PURCHASE ORDERS: Purchase orders are exactly what they sound like – they order purchases. They are the preferred means of obtaining supplies, services, etc., because they encumber and earmark the funds needed for the items being ordered. This helps give a better picture to everyone of how much money has been spent and how much is left to spend. They also give a clearer paper trail which helps make the auditors happy.

- **Submitting a requisition doesn't always mean that a purchase order will be generated from it.**

Following are some examples of what to do or what happens when...

- 1) Something needs to be ordered from a vendor in Illinois. Gather information either from the internet, a catalog or by calling the vendor re item numbers, price and freight. Complete a requisition, be sure to sign it as the originator and have the principal sign it as the supervisor. Send it to Melanie at Central Office. A purchase order will be generated and, if a fax number for the vendor has been provided, we will fax the PO to the vendor. We will also send the goldenrod copy of the PO to the school secretary (who is usually the originator). If you haven't received the goldenrod copy of the PO within a week after submitting the requisition to our office, call or e-mail Melanie and ask her to check and make sure that a purchase order has been processed. (DO NOT send in another requisition just in case we didn't receive the first one. This will usually cause duplicate orders.) The vendor will then ship the ordered items to Deanna in our receiving department. She will check in the items according to the purchase order and then she will forward the items on to the appropriate school. Normally, if there are any errors she will contact the vendor immediately and try to get the error corrected.
- 2) A teacher purchases some books to be used in the classroom and wants to be reimbursed. A requisition should be filled out with the teacher's name in the vendor space. Description should read: "Supplies reimbursement". The requisition needs to be coded and signed by the principal and submitted to Melanie along with the receipt. Since the books have already been purchased a purchase order will NOT be generated. A check will be processed directly to the teacher and sent to him/her at their school. Payment can't be made unless a receipt accompanies the requisition.

NOTE: Please tell people not to go out and purchase items and then request reimbursement after the fact. This is because all requisitions have to be approved by both the principal and then the business manager and this does leave open the possibility that approval won't be given (over budget, no more money, spending freeze, etc.,) and then that person will be stuck with the out of pocket expense. It is the least preferred method of purchasing items.

- 3) The principal has decided not to follow proper procedure and has called a vendor and placed an order for supplies over the telephone and the supplies are being sent directly to the school. When this happens and the district business office is expected to pay the vendor, we get to yell at someone if the following doesn't happen: When the invoice is received (sometimes it is sent separately and sometimes it is put in the box with the order) a requisition needs to be completed and submitted to the business office along with the invoice that needs to be paid. **Please note on the requisition that the items have already been ordered and received.** Remember, it is impossible for us to pay for something that we know nothing about.

OPEN PURCHASE ORDERS: These can be generated for local vendors when you know that you will be purchasing items on a regular basis and don't want to do a requisition or generate a regular po with every purchase. Some of the vendors that we commonly do open purchase orders to are TBC, A & P and Jud's. We don't do open po's with Carrs-Safeway because their billing system is managed in San Francisco and is usually messed up. To generate an open purchase order you need to submit a requisition for that vendor and estimate the total amount you will be spending for the fiscal year (this also helps budget-wise because the money is encumbered and there is less of a chance of expensive end of the year surprises). In the description portion of the requisition indicate that you want an open purchase order for supplies as needed. We will generate an open purchase order and send you the goldenrod copy. Then, when you need something you can call that vendor and place the order and give them that po number. However, it is extremely important that when the supplies are picked up or delivered and you sign for them that you send the signed invoice (or a copy of it) to the business office. If there isn't a signature then you will need to write on the invoice "received by (your name)". Another important thing to remember is that when you call the vendor you need to tell them to **charge it to the Ketchikan School District**, not to your individual school. Also, anyone charging at A & P needs to have a tax exempt card with them at the time of purchase.

If you have any questions, always feel free to give us a call in the business office.

COMMON CODES:

Fund:

The general fund is 01. If grant money is being used the appropriate grant number is used instead.

Location:

Houghtaling = 111
Fawn Mountain = 113
Pt Higgins = 114
Charter School = 115
Tongass School = 116
Schoenbar = 120
Kayhi = 130
KRYF = 138
Revilla = 139

Function:

General instruction = 100
ESL = 140
Counseling = 320
Library = 360
Administrative support = 450

O/C (Object Code):

Supplies = 450
Equipment \$1,000 - \$4,999 = 457
All computers = 457
Travel = 420
Student travel = 425
Postage = 433
Building rental = 441
Advertising = 440
Equipment over \$5,000 = 510