



## School District Purchases Policies & Procedures

Purchase order requests are submitted to the Operations Department to gain authorization for a purchase of a good or service.

### **Policy Statement**

Purchase requests are mandatory for the purchase of all goods and services made by district employees. Invoices received by the accounting office that do not accompany a purchase request will be returned to the appropriate person requesting the purchase, and will require the completion of a purchase request prior to payment. If payment of the invoice is delayed as a result, subsequent vendor inquiries related to the past due items will be forwarded to the appropriate person for his/her attention. Purchase requests in excess of budget will not be approved. Responsibility for monitoring budget line items remains with the appropriate approved signer.

### **Items not requiring a purchase request:**

Mileage reimbursement; staff reimbursements for materials and supplies purchased out of pocket

These items require that a check request form be completed and submitted to the operations department for payment. See “Check Requests” for further instruction.

### **Instructions on Purchases**

#### **1. Credit Card Purchases – please see attached**

#### **2. Credit Card Usage Log Report Due at the end of each month (Office Manager completes)**

- Original Receipts attached to usage log.
- Supporting Documentation is required.

#### **3. Check Requests**

- Please submit approved check request form(s) 10 days prior to check being needed to the Operations Department.
- The check request must align with what’s in the budget to purchase.
- Please indicate what budget line item the check should come from.
- Supporting documentation must accompany approved check request(s), i.e. purpose of check, receipts, etc.
- Operations will submit the request to accounting for processing.
- Checks will either be mailed directly to the vendor or can be picked up for delivery from accounting. Please indicate on the check request your preference.
- Checks are processed each Wednesday. If a vendor wishes to pick up a check, they may do so after 12 noon on Thursday (please indicate that is the vendor’s preference on the check request, they may pick up check’s from the operations department). Any check not picked up will be sent via U.S. mail the following business day (Friday).

#### **4. Invoices To Be Paid**

- All invoices will be sent to the Accounting Office to approve the item to be paid.
- Invoices will be verified though the Operations Office against the p.o.
- Invoices will be paid on a 30-day net.

## **5. Purchase Orders Requests**

- All approved purchase request order form(s) must be submitted to Operations to process.
- The purchase must align with what's in the budget to purchase.
- Please indicate what budget the purchase should come from, example: art supplies, office supplies, etc.
- Supporting documentation must accompany the purchase order request.
- Operations will process the approved purchase order request.
- The order will be placed within 1- 3 business days, so please plan accordingly.
- Upon receipt of all items, Operations will notify employee the shipment has arrived. The employee will be responsible of assuring all packing slips are turned into the Operations Office, this will be the only way the invoice can be paid.

## **6. Conference Approval for Professional Development**

- Staff member(s) must complete the conference approval form requesting approval from the principal.
- All supporting documentation should accompany the request form indicating the following: lodging, registration & conference fees, travel expenses.
- A purchase order or check request should accompany the conference request form.
- If a credit card is to be used, a credit card pre-authorization form(s) should be included in the employee's paperwork for pre-authorization purposes.
- Operations will verify the conference is in the budget as a line item for professional development.
- Operations will submit the approved or denied paperwork back to the requesting staff member.
- Employees are responsible for reserving their own accommodations upon approval.
- Upon returning from conferences or professional development, the staff member should submit back to the Operations department all follow up documentation i.e. verification of attending conferences, hotel receipts for accommodations, receipts for airfare if paid in advance and if any out pocket expenses incurred during the trip, the employee is responsible for completing the employee reimbursement form and submitting to the Operations Department within 10 days of the conference ending with receipts of expenses.

## **7. Cash Tracking for i.e. field trips, lunch, miscellaneous**

- All cash handling must accompany a cash tracking form. Operations will not be responsible for monies being turned in without a cash tracking form. The Operations Department will provide a receipt during any money transaction(s).
- Responsible staff members should have a receipt book in their possession and must write out a receipt for every transaction that cash or money orders involved.
- All monies must be turned into the Operations Department with 24hrs of collecting the funds.
- It is the responsibility of the staff member turning in money to indicate on the cash tracking form what the funds should be deposited for. This will be the only way accounting can make an accurate deposit to the right destination.

***These policies and procedures are maintained and enforced by the Accounting Department under the supervision of the Operations Department of Henry Ford Academy School for Creative Studies.***