



School District Purchases Policies & Procedures

Purpose/Overview

Purchase orders are to be submitted to the Finance Department to gain authorization for purchase of a good or service.

Policy Statement

Purchase orders 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 order will be returned to the appropriate budget manager, and will require the completion of a purchase order 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 budget manager for his or her attention.

Items that do not require a purchase order include:

Mileage reimbursements

Staff Reimbursements for materials and supplies purchased out of pocket

Utilities, Rent, Janitorial, Postage, telephone, internet and property insurance.

These items require that a check request form be completed and submitted to the accounting office for payment.



Procedures

Purchase Requests:

The first item to be completed by administration and staff is the purchase request. Purchase requests are mandatory for the purchase of all goods and services made by district employees and staff.

The purchase request must contain the following information before proceeding to the operations department.

1. Vendor name
2. Ship to
3. Quantity
4. Item #, Description
5. Unit price
6. Extension cost
7. What budget the cost will be charged against
8. Requested by - Signed
9. Approved by -Signed

Approved purchase requests are to be submitted to the purchasing department, unless the purchase request being submitted is for items purchased under a Title I, Title II or Grant Code. If items are for the aforementioned grants, then the requests must be submitted to the Title Specialist.

Once the purchasing department receives a proper purchase request, purchasing will then verify that there is a current W-9 and if needed, a current certificate of liability, insurance reflecting coverage for Umbrella (property) and Workers Compensation, at a minimum of \$1 million for the company listed on the purchase request form. If needed the purchasing department must obtain the aforementioned documents.

Responsibility for monitoring budget line items remains with the appropriate approved signer. Once all information is received or verified, purchasing will then proceed in creating a purchase order form in the accounting system.

A copy of the purchase order will be returned to the requester. At that point the purchase can be processed.

When the purchasing department has received the goods or confirmation of services, the purchasing department will contact the requester to notify them that their purchases have arrived or to verify that services have been completed.

The requestor is then required to sign the packing slips or in the event that a packing slip is not available, then a signature on the purchase order is required prior to receiving the items into accounting system.



Once the receipt of the order is completed the purchase order, proof of delivery and the receipt from the accounting system are to be turned into accounting.

Invoices received by the accounting office that do not have the proper documentation will be given to the purchasing department to obtain the appropriate documentation prior to payment.

Invoices To Be Paid:

- a. All invoices will be sent to the Accounting Office upon receipt.
- b. Invoices will be verified by the Accounting Department against the purchase orders and receiving documents prior to entering into the accounting system. This completes the 3-way match : Purchase Order, Purchase Request and signed packing slip.
- c. Invoices will be paid net 30 days from the date of receipt of the invoice.

Please note items that do not require a purchase request.

1. Mileage reimbursement

- a. Mileage reimbursement requires that the employee complete the employee reimbursement form, approval signature by the Principal and turned into accounting.
- b. Please note that mileage will be paid at the rate stipulated by the Internal Revenue Service at that time the employee reimbursement is paid.
- c. Reimbursement will be made only for mileage driven in EXCESS of the number of round trip miles an employee drives to/from work on a daily basis. For example, if an employee's building location is 20 miles from their home, reimbursement will be made only for mileage exceeding 40 miles daily.

2. Staff reimbursements for materials and supplies purchased out of pocket.

Staff reimbursements require a completion of the employee reimbursement form, along with all receipts and approved by the Principal and turned into accounting department. If the request is for the Principal, than the approver would be the Superintendent. Employee expense reports greater than \$200 in total will not be reimbursed, with the exception being travel.

3. Check Requests



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Please submit approved check request form(s) 10 days prior to check being needed to the Accounting Department.

- a. The check request must align with what's in the budget prior to making a purchase.
- b. Please indicate what budget line item the check should come from.
- c. Supporting documentation must accompany approved check request(s), i.e. purpose of check, receipts, and etc.
- d. Checks will either be mailed directly to the vendor or can be picked up from accounting. Please indicate on the check request your preference.
- e. Checks are processed each Wednesday. If a vendor wishes to pick up a check, they may do so after 12:00pm on Thursday (please indicate that is the vendor's preference on the check request. Any check not picked up will be sent via U.S. mail the following business day (Friday).

Referenced Work Instructions

Purchase request
Purchase Order
Check Request
Employee Expense Report

Henry Ford Academy School for Creative Studies: Policies and Procedures

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