

672-Rule(2) PURCHASING PROCEDURES

Purchase Orders

1. Purchase orders must be approved by the school principal and then forwarded to the Business Office for approval
 - a. For those areas having department chairs, the purchase order shall first be approved and account coded by the department chair before going to the school principal.
 - b. Purchase orders shall include full information, including quantity (units), description, catalog number, brand name, date needed, price and designation as to whether price is quoted, estimated or from a catalog.
2. The Business Office shall make final approval based on budget parameters.

The originator of the purchase order will be notified concerning its disposition by the Business Office through the building principal.

Invoices

The school district assumes the responsibility of paying invoices, only if the established purchasing procedure is followed. The invoice must be for merchandise actually received on an approved completed or partially completed purchase order.

For an invoice to be presented to the Board for approval at the regular monthly Board meeting, the invoice must be received in the Business Office no later than four working days prior to the last working day of the prior month.

CROSS REF.: 673, Payment Procedures

APPROVED: November 11, 1974

REVISED: January 14, 2002