

Lansing Central School District  
Lansing, NY 14882

**There is a Purchasing website linked to the Business Office tab on the LCSD website under the Purchasing Information page.  
You can access all forms, policies, regulations, bid catalogues and general information related to purchasing and receiving at that site.**

**BASIC (PLANNED) ORDERS:**

**STEP 1: Fill out the Purchase Requisition (you may do this electronically)**

- Include all heading information: vendor info, date, department, school and your name
- Provide a *clear description* and use of the item you are ordering
- Include unit price and total price (horizontal total) ; note any sales discount you may be aware of if it isn't calculated in your price
- If a large variable quantity of items such as books, you can write, for example, "See attached order for 24 books for the library". Attach the vendor order form with the line item details to the Purchase Requisition.
- If the purchase is to be made from a New York State Contract, note the contract number on the form.
- Competitive billing is required for goods exceeding \$10,000.00. Be sure to attach all relevant vendor quotations.
- Add 20% shipping fee [If you know the fee to be greater than 20% with this vendor, use the actual fee rate this vendor will charge]
- If you are filling out a "blanket purchase order" [if you don't know what this means, you probably have no reason to fill one out], provide an estimated length of time the Blanket PO will be open (ie: two weeks, six months, one year – never more than one year of course) and the estimated cost (ie, not to exceed xx or xx per week for 26 weeks)

**STEP 2: Turn the Purchase Requisition in to your Building Principal**

- Your Principal will:
  - o Check to verify that these were planned funds.
  - o Add the Budget Account Code
  - o Sign the PR; have your building purchasing agent enter it and forward it to the Business Office for approval
  - o The Business Office will return to your purchasing agent who will follow through with the purchase.

**STEP 3: Receiving the Order (this step will be completed in its entirety by District Office staff.)**

- If you are involved in the initial receipt of the order, you must check off every listed item that was received, sign and date the receiving document (packing slip, receiving copy of the PO, or invoice). Mark "ok to pay" and forward to Accounts Payable in the CBO. If all of the line items have not yet been received, write "Partial shipment" on the packing slip. Be certain that you have noted which items have (and have not) been received and be clear with what it is "ok to pay"

- for. If there is not a packing slip with the shipment, provide clear information regarding what has been received on the receiving copy of the packing slip.
- When the invoice arrives, if it comes to you, immediately forward it to the DO.

We can NOT issue a payment if we do NOT have the appropriate evidence that the order was received and the billing is correct.

#### **SUBMITTING A CLAIM FORM [for reimbursement]**

- First, it is **VERY IMPORTANT** that you realize you cannot spend unplanned money without first clearing it with your building principal or the business office. We will **NOT** reimburse for unplanned expenses without administrative permission. It is our goal to keep claim form purchases to a minimum as purchase orders are more easily tracked within the system.
- All reimbursement claims **MUST** be accompanied by a legible, itemized receipt.
- We **CANNOT and WILL NOT** reimburse taxes (except for meals), so plan ahead and get the tax exempt form from the district office before you make the purchase. Some vendors will exempt taxes based on the district's phone number.
- We **CANNOT and WILL NOT** reimburse alcohol or personal reading material that you purchase during travel on district business.

#### **TRIPS AND USE OF THE CREDIT CARD**

- As with all things, you must have an approved Purchase Order to be able to expend any district funds. Mileage and meals may be estimates and related expenses are limited to the IRS mileage and per diem rates. You may review per diem rates for a city/state at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) and specific meal allowances as [www.gsa.gov/mie](http://www.gsa.gov/mie).
- If you are using the school credit card you should make arrangements to come to the district office prior to embarking on your trip to retrieve it. You will be given instructions on its use and an envelope in which to collect receipts.
- The district credit card is NOT intended to be used for personal expenses other than meals, where permitted.
- You should take a tax exempt form with you. They are sometimes not accepted at restaurants, but you should try.
- When you return the credit card, you must return it with clean receipts. That is, they must be dated, have item detail and be clearly labeled with a purpose (ie: what meal was it and who was included).

**IF YOU HAVE ANY QUESTION ABOUT MAKING A PURCHASE, YOU SHOULD CONTACT THE BUSINESS ADMINISTRATOR, PURCHASING CLERK OR THE PAYROLL COORDINATOR IN THE BUSINESS OFFICE.**