SUBJECT: EXPENDITURES OF SCHOOL DISTRICT FUNDS

There will be NO reimbursement or payment for purchases made without the approval of the District’s Purchasing Agent.

The development and monitoring of comprehensive purchasing procedures is of prime importance in utilizing district funds and staff resources efficiently. These guidelines have been established so that those responsible for purchasing can ensure the most efficient and economical use of educational tax dollars within the requirements of NYS Law, court decisions, and our local board policy.

Purchase Requisitions:

Creating the Requisition:

Purchase Requisitions must be properly filled out, coded, and signed by the authorized individual(s) for a Purchase Order to be initiated. It is very important that you include enough detail to be clear as to what the goods/services are for.

If the purchase requisition is for a hotel or conference registration, note on it whether the vendor will accept a Purchase Order. If not, the Business Office will make the reservations using the District credit card upon the Purchasing Agent’s approval.

If the purchase is generated from as the result of a BID or STATE CONTRACT, note that on the Purchase Requisition. Your building/department Purchaser will include this information on the prepared Purchase Order.

Make sure mathematical calculations are correct and that any discounts are clearly noted and applied.

If you do not know the Shipping and Handling fee, add 20%.

Purchase Orders:

Creating the Purchase Order:

The Requestor will submit the PR to the building Purchaser who will:

- obtain administrative approval and designation of budget code,
If the Purchase Requisition will put a budget code in a negative status, the administrator or supervisor will be required when completing the request to note on that requisition form from which code s/he wants budgeted funds transferred and the amount of the transfer.

- enter the PR into WinCap, including all the relevant details as cited above, and
- forward to the Business Office for approval.

**Making the Purchase:**

Upon receipt of Business Office approval, the Purchaser will:

- print the four-part Purchase Order,
- use the Original to facilitate the actual purchase of the goods/services,
- forward the Requisitioner copy to the Requestor,
- forward the Receiving copy to the District Office Receiver,
General Notes:

- NO expenses will be reimbursed without having obtained prior approval.
- Blanket Purchase Orders will be kept to a minimum. They are generally used for perishable items, or when needed for the ongoing operation of a program.
- All employees must use tax exemption forms for any purchase. These can be obtained in the District Business Office.
- The District will only reimburse or pay from ‘clean’ receipts. A ‘clean’ receipt is a receipt that shows only district approved expenses and does not list any personal expenses.
- For information on the Processing of Claims (#1335), Reimbursement for Meals/Refreshments (#5323), Conference/Travel reimbursement (#6161), Use of the District Credit Card (#5321), etc., please refer to the District Policies and/or associated Regulations guiding those issues.

Questions should be directed to the building/department Purchaser or Business Office.

Effective: November 23, 2009
Modified: August, 2011