

PURCHASING AND ACQUISITION
PURCHASING PROCEDURES

CHD
(REGULATION)

ANNUAL ESTIMATE
BUDGET NEEDS

On or before June 1 of each year, principals/directors/supervisors must submit their anticipated budget needs for the following year. This report will be based upon a specific annual dollar allocation for each campus/department. Non-allocated budget requests may also be submitted at that time.

PURCHASE ORDERS
AND REQUISITIONS

All purchases and payments for goods and services that are to be paid from District monies allocated in the annual budget will be made through the following process:

1. All such purchases and payments will be made by official purchase order and processed through the District's business office; however, the Superintendent may waive the purchase order requirement on a case-by-case basis only after determining that issuing a purchase order would not be practical or a vendor will not accept a purchase order, e.g., cash advances for student trips, personal reimbursement, travel expenses, postage/shipping, referees, contest fees and recurring monthly expenses such as utilities.
2. All requests for purchases and payments must be submitted to the District's business office on regular requisition forms supplied by the District's business office.
3. Requisitions must bear the signature of the appropriate principal/director/supervisor.
4. Requisitions must include all necessary information as called for on the requisition form and must be properly coded for budget identification.
5. Requisitions will be forwarded to the District's business office for authorization and processing of the transaction.
6. A copy of the purchase order and amount to be charged to the individual budget will be returned to the requisitioner.
7. Requisitions for materials or equipment must be submitted with sufficient time to allow for the delivery of the materials or equipment within that school year. Suppliers will be informed that back orders will not be accepted, unless specific permission is granted by the Superintendent.
8. Copies of the requisition will be retained by the District's business office.
9. The District will assume no responsibility for purchases made except as provided in these regulations.
10. A receipt will be issued immediately for each collection of cash (bills and coins), unless it is determined that issuing a

receipt would not be practical, e.g., food sold at a concession stand.

11. All money received for the District by District personnel will be deposited with the District's designated bank or with the District's business office daily, or as soon as possible. Cash (bills and coins) will not be kept overnight in a campus office or classroom.

EMERGENCY
PURCHASE ORDERS

Emergency purchase orders are those issued verbally when a situation arises that justifies immediate purchase. The principal/director must secure an emergency purchase order number and approval from the Superintendent or designee.

Emergency purchase orders may be secured according to the following guidelines:

1. The emergency will be discussed with the Superintendent or designee.
2. The District's business office will issue a purchase order number to be affixed in the space provided on the requisition, and the form will be forwarded to the Superintendent or designee for approval.
3. If the purchase is made by the District's business office, a receipt will be issued indicating that the supplies have been received by the requesting employee.

CREDIT PURCHASES

The Superintendent or designee may approve credit purchases of items for which the requisitioner had prior purchase approval.

STATUS OF
PURCHASE ORDER

The District's business office will forward an inquiry to each requisitioner regarding the status of each incomplete purchase order after 30 days from the date of initial request. The requisitioner will complete the form and return it to the District's business office.

RECEIVING GOODS

All merchandise received by the District will be checked upon delivery for contents and condition. The employee receiving the goods will sign the receipt, signify the date of delivery, and note any deviation in the content or any question about the condition of the goods received.