

# NEW LONDON LOCAL SCHOOL DISTRICT PURCHASING PROCEDURES

***Expenditures made without prior authorization from the TREASURER will be your personal responsibility. PURCHASE ORDER NUMBERS MUST BE GIVEN TO THE VENDOR AT THE TIME OF ORDERING.***

- ❖ **Legal Requirements** – Orders placed without an authorized purchase order **ARE NOT** the district's responsibility. The Treasurer must certify the availability of funds for expenditures(ORC §5705.41).
- ❖ **Personal Liability** – You will be personally responsible for paying a vendor if an order is placed without a purchase order. We gladly accept your donation!
- ❖ **Auditing** – The State Auditor requires prior approval from the Treasurer for all purchases.

## **Life Cycle of a Purchase:**

1. Requisition: Initiates the request for products/services needed.
2. Approval: Verifies and approves the request.
3. Purchase Order: Legal contract to order the goods/services. Certifies the availability of funds.
  - a. Vendor copy is forwarded to the vendor for delivery.
  - b. Requisitioner copy is returned to the school secretary or the initiator for their information.
    - 1) Once goods/services are received, Purchase Order is marked "ok to pay" and returned to the Treasurer's Office.
4. Invoice is received from the Vendor. Invoice is matched up with Purchase Order, "Ok to Pay" and then processed for payment.

The following procedures shall be followed in order to protect you and the district. Please contact the Treasurer if you have any questions or need clarification.

## **Request for Purchase:**

- 1) Plan Ahead!! A purchase order takes approximately 2 weeks to complete. Make sure you allow enough time to process the order and receive the goods so that your needs do not become an emergency.
- 2) Obtain a written quote from the vendor or if quote is verbal, list the person quoting, the date of the quote and contact phone number – quotes ensure correct payment of invoices and protect us from being over-charged by vendors. If using catalog pricing make sure the catalog is **current**.
- 3) COMPLETE A REQUISITION: A requisition is a request to purchase goods and services for school business.

- a) Thoroughly complete the requisition listing all information necessary for the vendor to supply you with the goods and services that you need. Do not write "per attached" on the requisition unless the order list is extremely long and can be attached to the purchase order for submission to the vendor. The requisition is to be completed as follows:
  - i) The vendor you are ordering from.
  - ii) Your Department (Account number, if known)
  - iii) A desired delivery date
  - iv) Date of your request
  - v) A complete description of the item/service required, listing:
    - (a) Quantity
    - (b) Unit of measure
    - (c) Part numbers
    - (d) Description
    - (e) Unit price
    - (f) Total price
    - (g) Shipping/Handling Charges (estimate additional 10% if unknown)
- 4) List special ordering instructions
  - a) If you are placing the order electronically, or you are going to call the vendor to place the order, the Treasurer's office will return the vendor copy of the purchase order to you.
  - b) If the order is to be faxed in, make sure the correct fax number is listed.
- 5) List any special delivery instructions.
- 6) Submit the requisition to your principal/supervisor for approval.
- 7) Upon approval of the requisition, the Treasurer will insure funds are available and process the Purchase Order.

### **Special Circumstance Requisitions**

- 1) **Blanket Purchase Orders** are issued to one vendor for a specified amount for miscellaneous items and will only be issued for a limited amount of time. No equipment or large ticket items will be purchased on a blanket purchase order. All "Blanket" Purchase Orders will be closed at the end of the fiscal year. It is your responsibility to track the balance, **do not exceed** the amount listed on the Purchase Order. Purchase Orders will be closed out when the balance is depleted. Abuse of Blanket Orders will not be tolerated!
- 2) **Mileage Reimbursement** – When traveling on school business, record mileage on the Mileage Form. Mileage is to be recorded from your school to destination and return to school. Sign the mileage form and submit for approval on a **monthly basis**.
- 3) **Professional Meeting Registration and/or Professional Meeting Expense Reimbursement** –

- a) **Submit a Leave Request Form** for approval to attend professional training/conferences well in advance of the event.
  - i) Complete and attach the event registration form to process for the meeting registration and;
  - ii) List all other estimated meeting related expenses.
    - **Note:** meals reimbursed for one day meetings are considered taxable fringe benefits and will be added to your W-2 at year's end.
  - iii) Upon return from the meeting, complete the "actual expenses" portion of the Leave Request Form; attach the **original detailed** expense receipts and submit to Treasurer's office.

## **Purchase Order Circulation**

- ❖ **VENDOR COPY** will be mailed to the vendor or returned to the requestor (if previously requested) for processing.
- ❖ **RECEIVING COPY** is returned to the requestor. Upon receipt of materials/services, check to make sure that the order is correct. Discrepancies should be rectified by you before submitting to the Treasurer's office. Please notify the Treasurer's office if there are problems with your order.
  - **Complete Orders:** If the order is received complete, signify on the receiving copy that the order is complete (write "**ok to pay**"), sign, date and return to the Treasurer's office for payment.
  - **Partial Orders:** If your order is partially complete, copy the receiving copy of the purchase order. On the copy, indicate what part of the order has been received, sign, date and send to the Treasurer's office. Keep the original copy until the order is completely received, then process as indicated above.
  - **Cancelled Orders:** If the order is cancelled or if backorders will not be shipped, mark the receiving copy "cancelled" and return it to the Treasurer's office.
- ❖ **REQUESTOR'S COPY** of the Purchase Order – keep for your records.

**Please call the Treasurer if you have an urgent need. The Superintendent and Treasurer will look at "emergencies" on a case-by-case basis.**

**Please remember: A lack of planning on your part does not constitute an emergency on our part!**