

PURCHASING PROCEDURES

Any authorized purchase must be preceded by the submission of a requisition containing the following: a) detailed description of items to be ordered; b) code of appropriation to be charged; c) authorized signature of administrator and d) signature of appropriate purchasing agent. A copy of the requisition should be maintained by the person initiating the request.

1. Instances where the list of items to be purchased is too long for the requisition form, a typed listing of those items may be attached to the approved requisition. This list must be submitted in triplicate.
2. The approved requisition must contain the following information:
 - A. vendor name and address;
 - B. delivery address;
 - C. date requested;
 - D. authorizing person and title;
 - E. quantity, description and amount of each item to be purchased. If amount is unknown, insert an estimated amount;
 - F. when appropriate, an estimated amount for postage, shipping and handling should be included;
 - G. appropriate code and
 - H. any other special instructions.

Upon approval of the appropriate purchasing agent, the requisition shall be submitted to the Treasurer for certification.

1. The Treasurer shall prepare an approved purchase order, assign an official purchase order number, certify that funds are available and encumber the amount of that purchase order to the authorized appropriation account.
2. When the amount of the purchase order will not encumber due to lack of funds in the appropriation account, that purchase order will be cancelled and the requisition returned to the administrator or supervisor in charge.
3. The purchase order, upon adequate completion of encumbrance, shall be sent or delivered to the vendor. Copies of that purchase order shall be sent to the administrator or supervisor in charge, with copies maintained in the office of the Treasurer.

When goods and services are received, a copy of the related purchase order shall be sent to the office of the Treasurer indicating acceptable receipt of goods and services, the date received and a signature authorizing payment.

1. When partial receipt of goods and services is made, indication of which items were received should be noted, with authorization to make partial payment. When final delivery is made, this must be clearly noted so any remaining encumbrances against that purchase order can be cancelled.

In the event an invoice is given to an employee or sent to a location other than the office of the Treasurer, that invoice is to be forwarded immediately to the Treasurer.

The following exceptions may be made to the above procedures:

1. Certain purchases may become time sensitive and may require expedition of the normal ordering process. A requisition must be personally presented to the Treasurer, at which time an approved purchase order will be prepared. The purchase order will then be sent via facsimile to the vendor (by employee of the Treasurer) or given to the person presenting the requisition.
2. Purchases to satisfy emergency situations may be made by first obtaining verbal or written authority from the Superintendent and/or Treasurer; secondly, securing an approved purchase order number from the Treasurer and thirdly, by submitting the written requisition to the Treasurer within 48 hours of the request. The requisition must be plainly noted that prior approval was given and that it is a confirmation of a verbal order.
3. Time sensitive and emergency purchase orders may only be given after sufficient funds are verified by the Treasurer. In the event of nonsufficient appropriated funds, it shall be the decision of the Treasurer to authorize the purchase.

Employees violating the above procedure may become personally liable for that purchase.

(Approval date: August 14, 2001)