

Category: 5000 BUSINESS	Policy Number: 5620
Policy Title: PURCHASE ORDER SYSTEM	Effective Date: January 16, 2008

Any purchase made from district funds must be authorized by the business office under the purchase order system of the district. All district purchases shall be signed by the Superintendent or designee(s).

Purchase orders are not required when paying recurring district expenses; i.e., insurance, utilities, food purchases, and items for regular maintenance of buildings and property. Invoices for these items must be reviewed by the immediate supervisor and their payment approved by the superintendent.

**Reference: Procedure 5620p1, "Purchase Order Procedure"
Form, "Snake River School District Purchase Order"
Procedure 5620 p2, "Credit Card Procedure"**

Category: 5000 BUSINESS	Policy Number: 5620p1
Policy Title: PURCHASE ORDER PROCEDURE	Effective Date: January 16, 2008

The following steps should be followed to process a purchase order:

- 1) Fill in all necessary information on the purchase order, including:
 - a) Vendor name, address and fax number
 - b) Ship To - is the school building address
 - c) Items quantity, description and price
 - d) Account number to be charged
 - e) Principal's signature
- 2) Retain the goldenrod copy and forward the other three copies to the district office. A purchase order number will be assigned and the Superintendent will review before authorizing the purchase. The white copy will then be sent to the vendor by mail or fax. The pink copy will be returned to the originating school.
- 3) When the order has been received and inspected by the recipient, send the pink copy back to the district office as an authorization to pay.
- 4) The district office will return the pink copy with the amount paid indicated.
- 5) Please use a separate purchase order for each vendor and each account number used.
- 6) If you have already placed the order by phone or fax, please indicate on the purchase order so the order is not duplicated.
- 7) Retain the packing slips at the school in case an item needs to be returned. Forward any invoices sent to the school to the district office.

On-line (Internet) ordering may be done only by an administrator or their authorized designee. All orders must be handled through the school office. No credit cards may be used when ordering on-line, except from a list of district-approved vendors.

On-line ordering may be done only on those web-sites that have the following options available:

- 1) The ability to enter a purchase order number and the assurance that the site will reject an order without this number;
- 2) The ability to put the order on hold while approval is obtained; and,
- 3) The ability to print the order.

Web sites exist which will allow the purchaser to compile orders (with ID and password) and place the order on a hold status. At that point, the purchaser will be given the option to print. The printed copy should be made on yellow or pink paper and attached to a purchase order form. The purchase order should then receive administrative approval and be given a purchase order number. Once authorization has been received, the purchase order number can be added to the on-line order and sent.

Category: 5000 BUSINESS	Procedure or Form Number: 5620p2
Policy Title: Credit Card Procedure	Effective Date: January 16, 2008

Building administrators have been given discretionary responsibility for the credit cards assigned to their buildings. All charges made on a card will be charged to the building responsible for that card. Credit card use is not to circumvent or replace the established purchasing process. The District Office reserves the right to discontinue building credit card use at any time.

- **Credit cards have been assigned to the buildings as follows:**
 - **2 Cards with \$5,000 credit limit to Moreland, Rockford, Riverside, Snake River Middle School and Snake River Jr. High School**
 - **4 Cards with \$10,000 credit limit to Snake River High School**
 - **6 Cards with a \$10,000 credit limit to Snake River District Office.**
- **No one may use a credit card without prior administrative approval on a signed purchase order. This includes purchases done on the Internet.**
- **No credit cards may be used when ordering on-line, except from list of district-approved vendors.**
- **The card must be signed out on the building credit card log sheet and must be signed in before being transferred to another person. The authorized person will sign all receipts at the time of purchase.**
- **The party who signs out the card will take responsibility for the charges made to the card and, when returning the card, must return signed receipts for purchases made.**
- **No cash advances may be made with the credit card.**

Note: Wal-Mart and Sam's Club requires their own cards and these may be picked up and signed for at the District Office with an approved purchase order.

