

PURCHASING METHODS

1. Determine that a service or supply is needed
2. Obtain approval of expense and account code from budget administrator
3. Verify available funds

Purchase Order

Can be used for all purchase requests including:

- Conferences
- Supplies
- On Line subscriptions

Must be used for:

- Building Repairs and improvements (Public Works)...
- District standard computers, printers, software
- Amazon.com purchases

Note: If pre-planning does not allow for the time it takes to get a purchase order, use a procurement card for approved uses. Follow process in Blue above.

Procurement Card

Best used for:

- Conference registration
- Most supplies

Un-Authorized Use:

- Single Item in with a cost in excess of \$5k
- Computers, printers, software.
- Items for which the Technology Department has an established standard
- Gift Cards, donations,
- Travel
- Payment of invoices for supplies previously received
- **Amazon.com purchases are not authorized through the p-card process**

Note: Contact the Purchasing office if you are unsure of allowable charges. Please ensure transactions are approved prior to transactions being placed

Payment Request by Warrant

Can only be used for the following

- Vendor does not accept district procurement card
- Refunds to students and parents for fines, camp fees, summer school, etc.
- Postage form meters and stamp rolls.
- Interfund Payments between ASB, General and Capital funds
- Reimbursements up to \$250 per form for books and supplies
- Reimbursements to certificated staff for approved college credit classes.
Official Transcript and original receipt must be attached
- Subscriptions : Attach subscription form
- Tax Payments, investment fees, attorney and auditor fees, insurance payments

Note: This is to be used as a last resort, and for limited use.

NOTE: Amazon transactions are not authorized for reimbursement. Please use the PO process only when placing orders through Amazon.