

Menominee Area Public Schools

Administrative Guidelines

6320A - PURCHASING

Purchasing - General Provisions

- A. All purchases shall be by purchase order processed through the business office.
- B. The Superintendent shall be the contracting agent for all financial obligations.
- C. The business office shall be responsible for encumbering the funds as soon as the purchase order has been issued.
- D. A verbal financial commitment may be made only for emergencies or when it is impossible or impractical to precede the purchase with a purchase order. Before such a commitment is made, the business office shall be contacted for prior approval and for a purchase order number. In all such cases, a purchase order shall be issued as soon as possible after the commitment is made.
- E. Ongoing commitments such as service contracts and leases should be renewed in writing at the renewal date.
- F. Blanket purchase orders for goods or services are valid only for the time period and amount indicated on the purchase order. Extension of the commitment beyond that time and/or amount shall be confirmed by a new purchase order. Blanket purchase orders must be approved by the Superintendent before they are issued.
- G. Purchases of contracted services shall be negotiated either verbally, by a Request for Proposal, or through the bid process, as determined by the Superintendent. Such services that cost more than \$10,000 require the approval of the Board.
- H. The Superintendent will determine the most appropriate method of obtaining prices for items or groups of items which are not subject to formal bidding procedures.
- I. Quotes will be requested for any item or group of items in a single transaction costing between \$5,000 and \$15,000.
- J. Purchases of supplies, materials, and equipment items costing more than the amount stipulated in Board policy must be obtained through competitive, sealed bids and be approved by the Board.
- K. Annual purchase order cut-off dates shall be May 1st unless otherwise approved by the Superintendent.

Purchase Order Procedure

- A. The requestor completes the requisition-purchase order in accordance with AG 6320B1 and submits it to the principal/supervisor for review and approval.
- B. If approved, the principal/supervisor retains copy and sends the original to the business office for verification and dating.
- C. The requisition-purchase order is entered into the computer for verification, and if verified, the business office affixes a date and assigns a number.
- D. The original copy of the requisition-purchase order is sent to the vendor unless there are specific instructions to the contrary.

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E A copy is filed by the Accounts Payable Clerk and the copies are sent to the principal/supervisor, along with a verification of receipt form.

Payment of Claims Procedure

- A. When delivery is made, the principal/supervisor checks a copy of the purchase order to ensure the order has been received correctly and in proper condition.
- B. If so, the packing or delivery slip is initialed, attached to the verification form, and a copy of the purchase order, and all are returned within ten (10) days to the Accounts Payable Clerk for payment.
- C. The Accounts Payable Clerk checks the purchase order against the invoice, and if everything is in order, a check is drawn.
- D. If the Accounts Payable Clerk finds discrepancies or has questions, s/he shall contact the principal/supervisor.
- E. The vendor's invoice is filed with the original requisition, yellow copy of the purchase order, and a copy of the check.
- F. Upon payment, a copy of the purchase order is returned to the principal/supervisor indicating the amount paid.

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