

NEW BERLIN CUSD 16

SCHOOL PURCHASING PROCEDURES

Purchase orders should be used any time you want to make a purchase using district money or activity account money. The PO templates may be found on the district's website: <https://www.pretzelpride.com/page/finances-forms>. under the Financial Forms & Procedures link. **Note that we have two different purchase order templates, one for district expenditures and one for activity account expenditures. Please type your purchase orders instead of writing them.**

School Purchase Order Form

Form Process:

1. Download the online form.
2. Enter your appropriate PO number and description as assigned by the District Office. If you have a departmental budget, then enter the PO number as follows: LastName-Year.
3. Put vendor information in the "To:" section, including address, phone, email contact and fax #, if applicable.
4. Complete the school location in the "Ship To" section.
5. Input your name on the "Attn:" line, or who the order is being sent to.
6. The Budget Description line is for departmental purchases only (Transportation, Maintenance, Cafeteria, etc). Input your account description here.
7. Departmental purposes only... input budgetary account number.
8. If the district office is to process/make the order (most common), check yes. Otherwise check no.
9. If you want to pick up items yourself (commonly done with credit card), check yes. Otherwise check no.
10. Complete the itemized detail of your request. Be sure to include item #'s when available to assist with processing.
11. Shipping – Be sure to obtain an accurate quote for shipping and input above the "TOTAL" line.
12. If you are requesting/using a credit card (see below), check the box appropriately.
13. Sign and date below.
14. Submit to your supervisor for approval.
15. Submit the approved PO and any supporting documentation such as order form, sales quote, etc. to Jena Mandeville in the District Office.
16. Once received, the completed purchase order will be processed (remitted to the vendor). **The only exceptions are for credit card purchases (see below).**

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Credit Card Procedures:

Credit cards are to be issued only **AFTER** obtaining a properly approved purchase order. Only the District Office will have authority to issue credit cards. Timely return of the card and receipts/ supporting documentation is required. The procedure is as follows:

1. Complete steps 1 through 9 above.
2. For the detail section, be specific on what you intend to purchase. If you plan to purchase general classroom items through your open budget requisition, you may write a general description of what you plan to purchase. Then write in the total "not-to-exceed" expenditure amount.
3. Complete steps 10 through 15.
4. Submit this purchase order to Jena with any other supporting documentation.
5. Complete the Credit Card Check-out / Check-in Sheet and receive the card.
6. Timely return the card along with your receipts and any other documentation to Jena for filing. The actual total expense amount will need to be written on the purchase order and initialed/dated by the teacher. If this amount exceeded your approved expenditure amount, a typed written explanation is required and your supervisor will need to initial that explanation.

Note that the district is sales tax exempt. Mastercard or any other purchases should be exclusive of sales tax. Secretaries and the District Office shall have copies of our sales tax exemption letter should you need one.

Receiving:

All teacher-related purchases are to be received in the office. The secretary will collect all packing slips, check them for accuracy, initial and date them, and forward them to the Jena at the District Office for filing. If only a partial order is received, then that should be clearly communicated on the packing slip.