

EDUCATIONAL SERVICE UNIT 16

PROCEDURE FOR ORDERING

REQUISITIONS

* EMPLOYEE wanting to make a purchase submits an ereq (Training available at www.esu16.org "How To")

ADMINISTRATIVE ASSISTANT

* Check budget, code and brief description. Special Education staff members need to add a school signature line in the "comments" section if they are using district funds. The signed copy is then submitted to the Special Education Administrative Assistant. This should be signed by the District Superintendent or Principal.

PROGRAM DIRECTOR

* Supervisor or Program Director reviews code and description information. Ereq may be returned, rejected or approved.

BUSINESS MANAGER

* The Business Manager makes sure the code exists and may return, reject or approve the ereq. The ereq is then imported to fund accounting.

PURCHASE ORDER

* Once the process is complete, a Purchase Order is generated and emailed to the Administrative Assistant of the department. The item(s) are then ordered.

LOCAL PURCHASES

* Use of ESU 16 credit card vs. local purchase order - When ESU 16 has an established charge account at a local business, ESU 16 staff members need to charge items to the ESU 16 account (with a prior Purchase Order approval) as opposed to using an ESU 16 credit card.

RECEIPTS

* All purchases require receipts in order to process the purchase for payment. Attach the receipt to the Purchase Order and give the paperwork to the department Administrative Assistant.

CHECK-IN PROCEDURE

- A. Administrative Assistant will verify that materials have been received and are ready for payment:
 - 1. Purchase Order System
- a. Mark items received by date. If an inventory number is assigned to an item, make note of this number on the Purchase Order. When all information on the Purchase Order is verified, attach the invoice and give to the Business Manager for payment.
- b. If an item received an inventory number, complete the Inventory Accession Form and give to the Administrator Administrative Assistant.
- c. If you have received a partial order, go ahead and process the purchase order for payment. Do a new ereq for the items that were backordered to be received and paid at a later date.
- d. If you have a credit for a return, etc., prepare an ereq with this information so the Business Manager will know what the credit is for.

February, 2014