

Purchasing Guidelines 2023-2024

Please follow the guidelines outlined below when purchasing items. **We are not allowed to reimburse staff for purchases made with their personal credit card or debit card. For purchases requiring a credit card, you must have Krystal Heckel place the order for you.** If these purchasing guidelines are not followed, you may be denied reimbursement. Poor planning does not constitute an emergency and will not be accepted as a reason for not following these guidelines.

District Funds (Including District Grants)

1. Know your budget and funds availability; write this on the "Account No." line (**District Account Number**).
2. Always get prior approval (**Green Form**) before ordering.
3. Turn green form into Krystal Heckel, she will verify budget/funds availability (**allow up to 48 hours for approval**).
4. Krystal Heckel will provide a copy of the district purchase order in your box.
5. You can now order with the purchase order or check. **If a credit card is required, you must have Krystal Heckel use the district P-Card.**
6. Once order is received, bring Krystal Heckel the packing slip.

Student Body (ASB) Funds (Including Grants, Donations, Fundraising, etc.)

1. Know your budget and funds availability; write this on the "Account No." line (**ASB Account Name**).
2. Always get prior approval (**Green Form**) before ordering.
3. Notify Krystal Heckel if vendor requires PO number.
4. Turn form into Krystal Heckel, she will verify budget/funds availability (**allow up to 48 hours for approval**).
5. Krystal Heckel will provide a copy of the ASB purchase order in your box or you will receive an email notification to go ahead and purchase.
6. You can now order with the purchase order or check. **If a credit card is required, you must have Krystal Heckel place the order. We are not able to reimburse purchases made with personal credit cards or debit cards.**
7. Once purchase is made, turn receipts and/or packing slip into Krystal Heckel.

Grants (District or Student Body)

1. Fill out "Request to File [Grant Application](#)" and give to Natalie Blankenship for approval.
2. If under \$1,000 and approved by Mike Harklerode, you may apply for the grant. If over \$1,000 Natalie Blankenship will send to district office for approval. The district office will notify you of approval to apply.
3. Grant applications packets must be signed by Cece Howell or Andy Grzeskowiak.
4. If grant is awarded, you must follow all of the same purchasing processes as above.
5. Grant awards are not personal awards. While you have the discretion to purchase materials for your class or project, those materials stay with the school if you move buildings or districts.
6. **Grant funds are to be treated the same as district/student body funds. Reimbursements for purchases made with personal credit cards will not be allowed.**