

## **BELLE FOURCHE SCHOOL DISTRICT 9-1 PURCHASING PROCEDURES**

### **OUT OF TOWN ORDERS/FAX ORDERS and LOCAL ORDERS-(over \$100)**

To order item(s) from an out of town vendor and local orders (over \$100), please utilize the SUI Web Link system.

The principal's secretaries are responsible for checking in **all purchase orders**. (If it happens that a teacher/staff member receives the shipment first, please refer it **to the appropriate secretary** to be checked in.)

### **LOCAL PURCHASES**

1. All local purchases must have **prior** approval from the principal/director.
2. Once the merchandise is picked up, return with a signed receipt and complete a voucher (white for general budget or blue for student activities) and attach the receipt. The blue activities voucher shall be signed by the student officer, advisor and principal/director. The proper account code shall be written on the voucher before sending it to the Central Office for payment.
3. Please be sure to complete vouchers for **all purchases as soon as possible** in order to be paid at the next school board meeting or for weekly activity voucher processing. Invoices/receipts not processed immediately may be lost or not paid on time!

### **SCHOOL DISTRICT CREDIT CARD PURCHASES**

Please refer to Board Policy DJA - CREDIT CARD USE AND AUTHORIZATION and Administrative Manual CREDIT CARD USE AGREEMENT.

**ALL ITEMS MUST BE CHARGED TO THE SCHOOL DISTRICT. THERE IS NO GUARANTEE REIMBURSEMENT WILL BE APPROVED FOR ITEMS PURCHASED WITH A PERSONAL CHECK OR CASH.**

**YOUR TIME AND COOPERATION IS APPRECIATED!!**