

Purchasing Procedures

All purchases from District accounts, building-based Student Activity Accounts, and the High School Student Association account must be authorized on approved Purchase Orders according to the following procedures:

A. District and Student Activity accounts

1. On-line Purchase Orders must be initiated by personnel who are cleared by the District Security Officer.
2. Purchase order must include the following:
 - a. Name and address of vendor
 - b. Specific “ship to” instructions
 - c. Accurate quantities needed
 - d. All descriptive information needed, stock number, color, size, etc.
 - e. Exact price, firm quote, or “not-to-exceed” price; both per unit and extended.
 - f. Accurate accounting information for budget source of funds.
 - g. Approval of program or building administrator.
3. After approval by the District Office the purchase order will be emailed to the requestor. The requestor will send the purchase order to the vendor. A duplicate of the purchase order will be used by the District Office for accounting purposes.

B. High School Student Association Account

1. Purchase Order forms which are specifically for the Student Association must be obtained from the elected Student Association Treasurer or Assistant Treasurer.
2. Student Association purchase orders must include information as listed in section A.2. (above) for the policy covering District purchases.
3. Student Association purchase orders must be signed by the requestor, the advisor of the group making the request, and the Student Association treasurer, and the Student Council Advisor.