

## **Purchasing Supplies, Equipment, and Services**

Any employee wishing to order any supplies, equipment, and/or services should fill out a purchase requisition form on-line. The purchase requisition shall be approved and signed by the employee's direct supervisor. The building principal or direct supervisor will then forward the approved purchase requisition to the superintendent for approval. After superintendent approval is given, a purchase order will be signed by the superintendent and sent to the vendor. All purchasing will be made through the central office unless approved by the superintendent.

The procurement of all supplies, equipment, and services shall be initiated by the issuance of an official purchase order in the manner as described above. Exceptions to this procedure would items procured by formal contracts, or such items deemed necessary by the superintendent and/or approved by the School Board.

A check requisition can be used by an employee when registering for a conference, workshop, clinic, etc. Check requisitions can also be submitted for co-curricular entry fees (speech, cross-country, jazz band, etc.) Other uses for check requisition submission are at the sole discretion of the building principal and superintendent. All check requisitions will be approved by the building principal and the superintendent prior to the issuance of the check.

Upon receipt of any item, the person making the request shall examine the item for correctness, condition, and general satisfaction. If the person for whom the item(s) was purchased finds the item acceptable, they shall indicate the item as received in the electronic purchasing system which will send the confirmation for payment to the central administrative office. Upon receipt of the notice of acceptance of the item, the business manager will present the bill to the School Board for approval to pay.

Legal Reference: Code of Iowa

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