

Purchasing Supplies, Equipment, and Services Regulation

Employees wishing to order any supplies, equipment, and/or service should fill out a purchase requisition form on-line or check requisition form. Employees will adhere to the following procedure.

- 1) Make sure information on Purchase Requisition/Check Requisition is complete and accurate and conforms to Earlham purchasing and accounting policies.
- 2) Provide written quotations and justifications, as may be requested by the administration. When a registration form is required for a conference, clinic, workshop, etc., please submit this with your check requisition.
- 3) Authorization must be received from Building Principal/Direct Supervisor. The school will not authorize a purchase without the forms being signed.
- 4) Approval of all purchase requests will be completed by the superintendent.
- 5) When orders are received, employees will use the on-line purchasing program to indicate receipt of purchase and approval for payment to the district office.

Purchase Requisition Form – Used to order physical goods (Textbooks, supplies, etc). Upon receipt of purchase, verify the receipt of all items from the approved purchase order. Use the on-line purchasing program to indicate receipt of purchases and approval for payment to the district office.

Check Requisition Form – Use to request payment for a service or anything that we will not be receiving an invoice for. Please attach any supporting documentation. Examples: track entry fees, jazz band entry fees, speech contest entry fees, judges/officials for games or contests.

Expense Report Form – With prior authorization of the employee's direct supervisor, an employee may be allowed to make a purchase and receive reimbursement from the district. Without prior authorization, the employee may not receive reimbursement. If you are going make a purchase and have prior approval, please see the Business Manager for a sales tax exemption certificate. If you need to be reimbursed for expenses while on a field trip, class trip, or activity trip use this form. Make sure you turn in the original receipt.

Credit Card Purchase – Any purchases where the district credit card is needed will be performed in accordance with Board Policy 408.13 and the employee will work directly with the superintendent.

Approved check requisitions and reimbursement for expense reports must be submitted to the Business Manager in a timely manner.