

PURCHASING PROCEDURE

ADMINISTRATIVE REGULATIONS

The requisition is the only document that will initiate the procurement action. Any person ordering items without adhering to the procedure outlined below will be responsible for payment.

1. The following data must be included in the purchase requisitions:
 - A. Vendor's complete name, address and phone number.
 - B. Shipping destination (delivery point), and required delivery date.
 - C. Detailed description of item(s) including catalog number, model number, serial number, etc.
The words "no substitute accepted" must be typed on the requisition.
 - D. Budget Identification, Category and Number must be completed. Be sure items are charged to the correct line item.
 - E. Quantity, unit price and total cost, plus shipping, are to be completed.
2. Requisitions are to be typed by the clerk at the school.
3. Requisitions must have both the Principal's and Superintendent's signatures.
4. Each requisition is then numbered by the bookkeeper.
5. The white copy is sent to the vendor.
6. The yellow-orange copy is retained by the bookkeeper.
7. Three copies are returned to the school.
8. When the order is complete, the yellow copy is signed by the principal and returned to the bookkeeper.
9. The bookkeeper will then reconcile the requisition and the bill for payment.
10. The School Committee will authorize payment.