

Ashford Board of Education
Ashford, Connecticut

Procedure: Purchase Requisitioning

Purpose:

To provide appropriate budgetary control and document authorization of financial commitments.

Scope:

Elective purchase of goods, materials and services made from the General Fund or grant funds. Expenditures that may be encumbered for budgetary purposes, but do not require a purchase order prior to purchase and are exempt from this procedure include:

- payroll
- insurances
- legal fees
- commodities (e.g., fuel) and utilities
- student tuition and related services
- mileage reimbursement
- pre-existing contractual commitments
- emergencies

1. Staff are encouraged to check with the school secretary or Special Education secretary for availability of funds prior to initiating a requisition.
2. Any staff member other than the Superintendent of Schools may initiate a purchase commitment by completing a Purchase Requisition. The requisition should include details of the item(s) to be purchased, including estimated shipping (if applicable), with sufficient specificity that the receiving vendor will be able to process the order correctly. Detail for purchases from on-line vendors (e.g., Amazon) may be provided by attaching a "Shopping Cart" or "Wish List."
3. The requisitioner shall submit the requisition to the appropriate administrator for approval, unless s/he is the administrator.
4. Following administrative approval, the Requisition shall be given to the Accounts Receivable/Payable Financial Assistant (FA), who will verify that sufficient funds are available in the appropriate line item(s) for the purchase.
5. If funds are insufficient, the FA shall return the Requisition to the administrator with the amount of funds available, if any. Otherwise, the FA will create a Purchase Order (PO) in the purchase order system.
6. To be valid, POs must be signed by the Superintendent.
7. Best efforts will be made by the Business Office to issue a valid PO within one week of receipt of the completed requisition.
8. The FA will provide the signed PO to the vendor or, in the case of on-line purchases, complete the purchase with the internet vendor. A copy of the PO shall be provided to the approving administrator or his/her secretary.
9. The FA shall promptly encumber the PO amount to the appropriate line item in the accounting system, including the PO number in the description for reference.

Effective date: February 16, 2016