

Purchasing Procedures

Purchasing Card

1. The purpose of a purchasing card is to streamline and simplify the requisitioning, purchasing and payment process of purchases.
2. The issuance of purchasing cards to potential cardholders is per agreement between the requesting Manager and the Purchasing Card Administrator, and with overall approval by the Chief Financial Officer. Each cardholder will be required to sign a user agreement on an annual basis prior to being issued a purchasing card.
3. Cardholders must follow the Cardholder Policy and Procedures Manual, or they will be discontinued from the program.
4. All cardholder statements must be reconciled with supporting receipts; account numbers properly posted to each transaction, and approved each month on the timeline defined in the Cardholder Policy and Procedures Manual.
5. All transaction logs, with attached receipts, must be approved online or signed and forwarded each month to the Financial Services Department for audit.
6. As necessary and appropriate, the Purchasing Card System replaces the Purchase Order System for the procedures below.

Purchase Orders

1. All purchase orders exceeding \$5,000 will be reviewed and approved by the Chief Financial Officer or their designee. Should it be necessary to disapprove the purchase order, it will be returned to the person initiating the purchase order with a written explanation.
2. Purchase orders will be prepared by the budget manager of the department or school for all items to be purchased except from petty cash.
3. All purchase orders must be filled out as completely as possible and should include:
 - a. Complete name and address of vendor
 - b. Full description of the equipment, supplies and services to be purchased
 - c. Quantities, unit price and total price
4. A separate purchase order must be filled out for each vendor.
5. Upon approval, copies of the purchase order will be distributed appropriately.

6. When an employee sees an acceptable item of instructional merchandise while out of town attending an educational convention or in a similar circumstance and chooses to purchase the item with personal funds, the employee may apply for reimbursement. Reimbursement shall follow the Financial Services after-the-fact purchase approval process.

Relations with Other Departments

The purchasing office is responsible for cooperating closely with all other departments in obtaining goods and services which will best meet their needs at the most advantageous time. This will be done by wise and timely buying, by making known new and improved goods and services, and by working toward the standardization of goods and services required.

The purchasing department will keep abreast of changing market conditions and inform the administration so that the District's present and future purchasing position will be protected.

Purchase Commitments

No purchase may be made without the proper purchase order and authorization. Exception to this procedure will be made only in extreme emergency. After-the-fact purchase authorization over \$50 shall require Chief Financial Officer approval.

Vendors who supply goods or services without the consent of the purchasing department do so at their own risk. The District will not accept responsibility for bills incurred by individual employees who are not authorized to act on behalf of the Board of Education. Employees are forbidden to make purchases or order services in the name of the St. Vrain Valley School District without authorization.

Purchases for the Private Use of Employees

The purchasing power of the school district may not be used to obtain goods or services for the private use of any employee.

Samples

1. It is to the advantage of the District to obtain and test samples of various products.
2. Employees who wish to evaluate materials should make such requests through the principal or supervisor to the Purchasing Department. Materials should be returned to the supplier in the required time limit or be paid for by the using school or department.

3. After thorough testing, the using department upon request will file a written objective evaluation with the purchasing office. This report also should contain recommendations to purchase or not to purchase.

Brand Name

When a brand name is requested for any item and no substitutes indicated, the purchase request and a statement justifying the restriction must be submitted to the purchasing office for evaluation, approval or disapproval. If the request is disapproved, the purchasing department will advise the originating department of the reasons for disapproval.

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