

## PURCHASING PROCEDURES

### Requesting Goods and Services--Requisitions

#### 1. Local Purchases

Get building principal and/or superintendent's permission to purchase locally. If for a districts-- sign tickets and be sure it is made out to School District RE-6J. If for club or other activity be sure to sign tickets and see that it is made out to the account of the club or activity and the correct school.

#### 2. Out of Town Purchases

The official requisition form is to be made out by the staff member requesting the order. The form is to be turned into the building principal for approval and forwarded to the superintendent for approval.

### Ordering Goods and Services Out of Town--Purchase Orders

A purchase order system shall be used, without exception, to serve as a means of budgetary control. In no instance is a staff member to order an item on approval without a purchase order if you expect the district to pay for the item.

Every effort must be made to avoid emergency purchases. When the administration office is not open, and when repairs or other critically needed materials or services are not on hand or in stock, the principal of the building may approve such items without a properly executed purchase order. However, as soon as the administration office is open, a proper purchase order must be processed to confirm the purchase.

This practice is all-inclusive. The school system will accept no responsibility for purchases made in manners other than outlined in this statement. Employees or pupils who proceed in other ways shall be held individually responsible and accountable for improper procedures and costs relating thereto.

### Hazardous Materials

All purchase orders for hazardous materials will include a requirement that the shipment of any such materials include MSDS (Material Safety Data Sheets). Purchase orders will also note that failure to provide MSDS with the shipment may result in either the district's refusing to accept the shipment or the district's conditionally accepting the shipment and refusing to pay for it until the MSDS are provided.

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