

Purchase orders shall be used when purchasing district supplies except for purchases that are contractual in nature. The following procedure should be followed when obtaining a purchase order:

1. Obtain a purchase request from the building secretary
2. Completely fill out the purchase request. Include actual or estimated costs, shipping and handling costs, and attach an order or description of the supplies or services desired.
3. Submit the purchase request to the building principal or supervisor
4. The building principal or supervisor will review the request and either approve or disapprove the request. If disapproved the request is returned to the requesting party. If approved the request will then be returned to the building secretary or district business office to be assigned a purchase order. (The superintendent may request to have purchase requests reviewed by the superintendent before final approval in certain circumstances when spending district funds.)
5. After being assigned a purchase order number by the business office or the building secretary the white and gold copies are returned to the building principal or supervisor. The white copy is to be given to the vendor the gold copy is the principal or supervisor copy for their file. The yellow and pink copies will remain in the District Office. The pink copy is to be put into the district PO Log and kept in numerical order. The yellow copy is to be attached to the invoice, packing order, and check stub.

Purchases charged to (building) accounts will use a purchasing order system as determined by each building principal. Purchase orders shall be used for each and every general purchase. Purchase requests should be made in advance of each purchase. No purchase should be made previous to having an approved purchase order in hand.



**LEGAL REFERENCE:**

Idaho Code Section 33-506

**ADOPTED:** May 15, 2002

*\*Language in text set forth in italics is optional.*