

DJF - PURCHASING PROCEDURES

Any employee of the Highmore-Harrold School District #34-2 wishing to make a purchase of any supplies or equipment for school purposes must follow the following procedure:

General Account Purchases:

1. Obtain from the office of the principal of your building a requisition form.
2. Fill out the form completely.
2. Submit your completed requisition to the principal of your building for approval.
4. If the purchase is not approved the complete requisition form will be returned to you by the principal. If the purchase is approved, the principal will classify it to the proper area of his/her budget and submit it to the superintendent for final approval.
5. From the superintendent's office, the requisition will go to the superintendent's bookkeeper for assignment of a purchase order number, processing, and mailing.
6. When the orders are received in the superintendent's office, they are opened, checked for damage, receipted in, and sent on to the person ordering the item.
7. If the order is not O.K., inform the superintendent's secretary **at once**, so that adjustments can be made.

Small Local Purchases:

It is the desire of the Highmore-Harrold School system to keep small local purchases at a minimum. Employees are asked to try to anticipate requests far enough in advance so that most of the purchasing can be done in bulk orders in the spring. (This not only reduces the amount of extra paper work during the year but also enables purchasing to be done in the most economical manner.)

However, when necessary, permission must be received from the principal to make a purchase. If approved, he/she will advise the employee where to purchase the item.

Activity Account Purchases:

All sponsors of school activity organizations must be responsible for the purchases made for these activities. It is also their responsibility to inform the students that no purchase may be

made without their approval. If a student purchase is approved, write a note so stating and take it to the superintendent's office.

Larger purchases to be made, such as athletic equipment, etc., will be purchased by the requisition procedure. These will be submitted to the high school principal. Purchase order numbers will be assigned to these orders by the superintendent's bookkeeper. No direct orders to salesmen are authorized without proper approval and requisitioning.

Custodial Account Purchases:

All purchases are to be made through the head custodian who will authorize the purchase with the approval of the superintendent.

Lunch Account Purchases:

The head cook will authorize all purchases made on the school lunch account with the approval of the superintendent.

Adopted: Before 2009

Revised: July 13, 2009