



GROTON AREA SCHOOL DISTRICT 06-6

POLICIES AND REGULATIONS

NEPN Code: DJF

## **PURCHASING PROCEDURES**

All items or materials to be ordered by the school district staff, whether for local or out-of-town orders, must be authorized for purchase by securing an official school district purchase order (\$200 or more) or requisition (minor local purchases) through the building principal's or superintendent's office, for processing by the business office. The business office will maintain a central record system for the purpose of combining orders, avoiding duplication of purchases, taking full advantage of lowered prices for bulk purchasing, to follow up on delayed orders of delivery and to reconcile deliveries to orders before payment is made. This delivery control will be applied to all purchases, regardless of point of delivery.

Principals and department heads will examine carefully all requisitions submitted by teachers, custodians and other employees for supplies, equipment and services. They will be responsible for verifying that items requested are needed before signing the requisition and sending it to the superintendent.

All requisitions or purchase orders must include the name and address of the supplier as well as the purchase price. If the exact price is unavailable, an estimate of the cost should be given. Telephone orders are restricted to emergency purchases and shall be authorized only with a signed purchase order indicating appropriate confirmation.

Individuals are discouraged from buying items with personal funds and later requesting district reimbursement. If any person orders materials or equipment other than by established procedure, he/she may be held personally responsible for its payment.

All student organization purchases must be requested by the advisor or supervisor, using the above procedure. Students are prohibited from charging in the name of the school district.