

## CHILDREN'S COMMUNITY CHARTER SCHOOL

### PURCHASING PROCEDURE

All purchases, including requests for reimbursements, will be required to have pre-authorization from the Principal and/or Business Manager. Any expenditure presented for payment without pre-authorization will not be honored. There can be no exceptions.

In order to facilitate this pre-authorization process, all requests must come through the office in the form of a requisition. A sample form is attached and blank forms are available in the front office.

The requisition form may be used to request any type of expenditure including supplies, services, training or reimbursement. Once the form is received by the Principal, she will review the request and in conjunction with the Business Manager, either approve or deny the request based on current funding available.

### PRUCHASING PROCESS

**Supplies:** When staff has determined a need for supplies, there are two ways to request the purchase- but both require a requisition form. Staff may research the specific item(s) and complete the requisition, showing the preferred vendor, item stock number and approximate cost. It is also acceptable to print out an order from the internet and attach to requisition. When approved by the Principal, the Business Manager will place the order.

Staff may also just complete a requisition with a description, quantity and cost (ie: 25 red pocket folders @ \$.20 each; 25 pencil sharpeners @ \$1.75 each). When approved by the Principal, the Business Manager will place the order with a vendor of her choice. When using this method, it is important to be as specific as possible as to avoid any miscommunication and mistakes.

**Training:** To request training, staff should complete the requisition as soon as possible and attach supporting documentation showing dates, costs, etc. When approved, the Business Manager will process the registration.

**Services:** If staff wishes to request a specific service (ie: computer repair or new paint in a classroom) a requisition form will need to be completed with as much information as possible. Cost could be difficult to determine and may be left blank in this case.

**Reimbursement:** Reimbursements are discouraged and should only be used as a last resort. A requisition is also required PRIOR to purchasing any item on behalf of the school. If you are planning to purchase an item and then request reimbursement, it is imperative that the requisition form be completed as completely as possible and get approval from the Principal. Requests for reimbursement that have not been authorized may not be honored.