

# PURCHASING METHODS

1. Determine that a service or supply is needed
2. Obtain approval of expense and account code from budget administrator
3. Verify available funds

## Purchase Order

### Can be used for all purchase requests including:

- Conferences
- Supplies
- On Line subscriptions

### Must be used for:

- Building Repairs and improvements (Public Works)...
- District standard computers, printers, software
- Amazon.com purchases

**Note:** If pre-planning does not allow for the time it takes to get a purchase order, use a procurement card for approved uses. Follow process in Blue above.

## Procurement Card

### Best used for:

- Conference registration
- Most supplies

### Un-Authorized Use:

- Single Item in with a cost in excess of \$5k
- Computers, printers, software.
- Items for which the Technology Department has an established standard
- Gift Cards, donations,
- Travel
- Payment of invoices for supplies previously received
- **Amazon.com purchases are not authorized through the p-card process**

**Note:** Contact the Purchasing office if you are unsure of allowable charges. Please ensure transactions are approved prior to transactions being placed

## Payment Request by Warrant

### Can only be used for the following

- Vendor does not accept district procurement card
- Refunds to students and parents for fines, camp fees, summer school, etc.
- Postage form meters and stamp rolls.
- Interfund Payments between ASB, General and Capital funds
- Reimbursements up to \$250 per form for books and supplies
- Reimbursements to certificated staff for approved college credit classes.  
**Official Transcript and original receipt must be attached**
- Subscriptions : Attach subscription form
- Tax Payments, investment fees, attorney and auditor fees, insurance payments

**Note:** This is to be used as a last resort, and for limited use.

**NOTE:** Amazon transactions are not authorized for reimbursement. Please use the PO process only when placing orders through Amazon.