

## **Purchase Order & Check Requisition Procedures**

District Board policy and State law require the use of purchase orders for all purchase commitments. Purchase Orders are used as a contractual form of purchasing that delineate the District's terms and conditions for payment that protect the District. This is necessary in order to document approval for the purchase **prior to** expending funds and to comply with bidding laws. The District allows the use of check requisitions on a very **limited basis** for items such as petty cash reimbursement, travel advances, reimbursement of travel expenses, conference fees, and mileage reimbursement.

### **Check Requisitions**

The following list of examples will illustrate some "direct pay" situations that a check requisition is authorized as opposed to a purchase order:

- 1) Payment to judges working athletic events, judges or referees at UIL events and students working events (lighting and/or sound). **District employees must be paid via payroll.**
- 2) Registration for off-site training, conferences, on-line classes, and webinars. Appropriately approved short leave and registration forms must be attached.
- 3) Reimbursements to Coordinators/Specialists for instructional supplies not available at conference pricing after returning to District. Limits for such supply reimbursements are \$100 per conference and must have budget manager's pre-approval. Reimbursements exceeding the \$100 limit will not be paid unless advance approval is obtained from the Purchasing Director by calling during conference.
- 4) Travel reimbursements (see travel policies for reimbursement amounts).
- 5) Membership dues and competition fees.
- 6) Reimbursement for supplies up to **\$50** per person with administrator approval. No personal items on receipts.
- 7) Payment to restaurants for staff development
- 8) Utilities: any bill for recurring utility company payments, i.e. telephone, electricity.

In the past, check requisitions have been used inappropriately for a variety of reasons. Any situation not listed above must be cleared first through accounting and/or purchasing to ensure correct method of purchasing. The accounting and purchasing staff are there to assist and make the process flow smoothly. Please feel free to contact them with any questions.

### **Contracted Services**

Any contract for services with corporations/companies/partnerships/LLC etc. should be made on official blanket purchase orders. Attach a copy of the contract to the purchase requisition. (Do not use the AT req code unless the vendor needs a copy of the contract returned to them. When using the AT req code, you are telling the Purchasing department to send the vendor the attachment.) Don't forget that **travel expenses for consultants can only be reimbursed at the same rate as employees.**

Once the services have been completed, the requisitioner should write the PO number on the invoice, sign and date it and send it to the appropriate Accounts payable clerk. If a partial payment is required, send a Partial Payment Authorization Form (available on the Accounting website [Alief Homepage>Departments>Accounting>Forms and Resources](#)) with the vendor invoice to A/P each time a portion of the services are completed. When all services have been received, send the Partial Payment Form and invoice to A/P with instructions to close the PO. Please note that these same procedures should be followed any time that you are requesting a partial payment on a P.O.

### **Purchasing Commitment**

The only form of purchasing commitment that can be made is by purchase order. Verbal orders for goods or services are not commitments and should not be made. Faxed copies of requisitions are not purchasing commitments and should never be sent to vendors. Electronic Internet/email or voice orders are not authorized.

## Purchase Order & Check Requisition Procedures (cont.)

### Examples of potential problem situations

**Problem:** The vendor will not take a PO.

**Solution:** If the vendor will not take a PO, then they are not an awarded vendor. Please use only awarded bid vendors for purchases. To obtain a listing of awarded vendors go to the Purchasing portion of your dashboard. The list of awarded vendors can be found by clicking the link labeled "Bid/ Contract Inquiry."

**Problem:** I need to go pick up the items at the store.

**Solution:** If you are doing an "open PO" to the store, the request should be a "blanket" BR request – (with a maximum amount that may be expended). If you know the exact items and their cost, you may put this request on a PR.

- In the "Deliver To" field on either type of purchase requisition, type "**PU**" and add a "**PU**" req code.
- The name of the person that will be picking up the PO should be named as the receiver.
- For a BR request, state "Open PO not to exceed \$XXX" to purchase – then list what you expect to purchase.

**Problem:** It's an emergency-I need these items immediately.

**Solution:** First, keep in mind the Purchasing Department and BusinessPlus system approves and faxes requests twice daily. If it is a true emergency, the Purchasing Department will rush print the P.O.

**Problem:** This is the only place that I can purchase these items.

**Solution:** If you have searched the Alief Vendor Database and found no other vendors that can provide a similar item, please collect a sole source letter from the vendor, complete the Sole Source Justification Form (located on the Purchasing Webpage), and any proof of your unsuccessful search for similar items (internet search, phone logs to vendors, etc.) to the Purchasing Department for review. Upon approval, a purchase order may be submitted to the sole source vendor. Please contact the Purchasing Department if further assistance is needed.

**Problem:** We always give each teacher an allowance of \$50 to spend for miscellaneous classroom items each year. They make the purchases & we do a check requisition to reimburse them.

**Solution:** Reimbursements for small dollar purchases such as this will be made on check requisitions. **The limit is \$50!**

**Problem:** I had to do a check requisition-it was past the deadline to enter P.O.'s.

**Solution:** The deadline for entering P.O.'s is established each year to ensure that all goods ordered are received prior to the year-end. The deadline for entering P.O.'s is the deadline for purchasing tangible goods. PLEASE PLAN AHEAD!

**Problem:** I didn't know the rules. I ordered the items on the phone/internet & have already received the items & a bill.

**Solution:** First time this has happened-prepare a check requisition. Attach a note explaining that you didn't understand purchasing procedures. Second time this has happened-return the items to vendor or pay from the campus faculty activity account.

Please remember that if ever a question arises about which method is appropriate or who should approve the requisition, please call purchasing department and/or accounting. We are here to help you!!