

NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT ADMINISTRATIVE PROCEDURE

No. 4300-P1

REQUISITION AND PURCHASING PROCEDURES

Purchase of supplies, materials, and equipment using North Central Educational Service District (NCESD) credit card, vendor credit cards, revolving check, or cash advance, must be requested by completing a requisition. Refer to requisition procedures below.

Refer to Administrative Procedure 4300-P2 for purchases made with federal funds

General Purchase Order Requirements

The following requirements will apply to general purchase orders unless the Superintendent determines an exception to be appropriate.

1. Purchases of supplies, materials, non-personnel services, and equipment are to be made via purchase order issued in advance of the purchase. Purchase orders are to be submitted through the prescribed process outlined below for budget authority approval prior to being issued.
2. Receipts are always required.
3. The originator of the purchase order is responsible for compliance with relevant laws, regulations, policies, and any specific grant funding source requirements, and that the proposed purchase can be accommodated within the budget from which it is to be purchased.
4. The department/program supervisor is responsible for approving the purchase order request confirming the expenditure is an allowable expenditure for the related grant or program; relevant laws, regulations, policies, procedures, and any grant or other funding requirements are satisfied. The department/program supervisor may designate this authority to another knowledgeable individual in times of absence.
5. The NCESD Fiscal Services department is responsible for proactively communicating known potential legal, policy, and/or grant funding source concerns and helping to appropriately resolve them.
6. No purchase orders are required for utility services provided by approved vendors.
7. If the proposed transaction is to be funded by grants/other funding source, written clarification regarding any technical or procedural questions should be obtained by the originating department/program prior to creating a purchase order.

Requisition, Review, and Approval Process

1. The authorized department employee(s) initiates an electronic requisition. The requisition must contain vendor name, address, ship to location and address, unit quantity, description, unit price, total price of all items on purchase order, sales tax, shipping, grand total, and appropriate expenditure code. Backup documentation may be included in the electronic requisition.

2. If an immediate payment is required, the narrative detail line “Revolving” should be added to the requisition. Backup documentation must be submitted to the NCESD Fiscal Services department. A revolving check will be prepared and signed by authorized signers.
3. The department/program supervisor approves the requisition electronically and forwards it to the NCESD Fiscal Services department.
4. The NCESD Fiscal Services department verifies that there is sufficient budget capacity for the purchase in the submitted expenditure code, and forwards the requisition to the Executive Director of Administrative Services for approval. The NCESD Fiscal Services department then prints a purchase order form numbered sequentially.
5. The NCESD Fiscal Services department/Executive Director of Administrative Services is responsible for verifying:
 - a. the request is a valid NCESD purchase;
 - b. the expenditure account code is valid;
 - c. budget capacity exists within the overall budget for all programs and within the object of expenditure for grant funded programs;
 - d. the total cost, based upon numbers provided, is correct; and
 - e. relevant laws, regulations, policies, procedures, and any grant or other funding requirements appear satisfied.
6. Final purchase order approval may be made by the Executive Director of Administrative Services or designee in the order of availability.
7. Upon approval of purchase order, a copy is returned to the ordering department/program to be sent to the vendor.

Upon receipt of merchandise or services:

1. If the purchase is complete and all goods and services have been received, the packing slip is forwarded to the NCESD Fiscal Services department.
2. If partial shipments or services are received, the receiving program will note “non-final”, provide all applicable information, and forward the packing slip to the NCESD Fiscal Services department.
3. All invoices shall be forwarded promptly to the NCESD Fiscal Services department along with all applicable backup documentation.
4. **DEFECTIVE MERCHANDISE:** The department/program will work directly with the vendor to resolve the matter of defective merchandise. However, the NCESD Fiscal Services department should be immediately advised of the problem and provided copies of related correspondence.