

ANACORTES SCHOOL DISTRICT #103

Management Support

PURCHASING: AUTHORIZATION AND CONTROL

Requisitions shall be approved by the superintendent or designee. As a minimum, requisitions shall provide the following information:

1. Name of school, department and originator, and date originated;
2. School department or person to which material is to be delivered;
3. Budget year;
4. Specifications of equipment items (manufacturer, stock number, etc.);
5. Estimated cost based on latest price including applicable taxes and shipping; and
6. Authorizing signatures of building administrator and program manager for curriculum purchases.

The purchasing department shall prepare a multiple-copy purchase order from the original request. One copy of the purchase order shall be sent to receiving facility to be signed and returned to the purchasing department when the goods have been received.

Upon placement of a purchase order, the business office shall encumber the expenditure against a specific budget line item to guard against the creation of liabilities in excess of revenues.

Materials desired for "examination" should be ordered on requisition, "following items for examination for 30 days."

Payment for goods is made against the encumbrance and any excess is liquidated and returned to the usable funds of the budget account.

