

DALHART ISD

2021 - 2022 PURCHASING PROCEDURES



## DALHART ISD 2021 - 2022 PURCHASING PROCEDURES

The policy in regards to **ALL** purchases for Dalhart ISD is all purchased **MUST** first have an **APPROVED PURCHASE ORDER**, then proceed to order or purchase.

**ALL PURCHASES MUST HAVE AN APPROVED PURCHASE ORDER BEFORE THE PURCHASE IS MADE (ORDERED)**

### STEP BY STEP PURCHASING PROCEDURES ARE AS FOLLOWS:

Definitions:

*Originator*- The person who is wanting to make the purchase or who is needing the goods or services

*Requestor*- The person that will do the requisition in the district's business software (**Ascender**). The requestor is usually the campus secretary. All requestors have already been granted access to the system and have gone through training as to the operation of the purchase order system. If you have not been granted access to the system, nor had the training in the purchasing software then you are an "Originator".

*Receiver* – The person who receives and/or checks in the product

*First Approver* – The First Approver is the director of the department. (Principal, Tech Dir., Maintenance Dir., Etc.)

*Final Approver* – The Final Approver is the Business Manager of the District.

### PROCEDURE

1. Originator will fill out a "Requisition Request Form" obtained from the District Home Page. ("Offices" tab → "Business" → "Forms" → "Requisition Form")
2. The Requisition Request will be forwarded to the campus secretary (or person in your department that submits requisitions in **Ascender**)
3. Requisition is submitted by requestor
4. Requisition is approved by "First Approver"
5. Requisition is approved by Business Manager
6. Once all approvals are complete the requisition is now a Purchase Order (PO)
7. Business office prints approved POs and sends PINK (for General and Campus Activity Fund CAF) or (Green for Student Activity Funds SAF) copy to the requestor
8. Requestor orders/ purchases, or forwards the PO on to the originator to order/purchase the product
9. Once goods are delivered, PINK/GREEN copy of the PO is signed by the Receiver and forwarded to the Business Office for payment

The purchasing procedures outlined above are the policy of Dalhart ISD and will be strictly enforced. If there are any questions as to these procedures, please have someone in the Business Office clarify before moving forward with a purchase.

### DALHART ISD TRAVEL, TRAINING, CONFERENCE, MEALS PURCHASING POLICY

The District policy outlined below will be strictly enforced as to any purchases made using District funds.

Refer to "DISD PURCHASING PROCEDURES" for definitions and standard purchasing procedures.

This document is intended to highlight subjects more limited to Purchase Orders involving travel, trainings, conferences, meals, etc.

***All travel must have prior approval of supervisor.***

- District owned transportation must be used if available. If no district transportation is available and a personal vehicle must be used, the employee will be reimbursed at \$0.56 per mile. If district transportation is available, but you choose to use personal vehicle, reimbursement will be for actual fuel used only (calculated at 15 mpg at current Dalhart price per gallon or from original receipt)
- When completing a requisition for the above mentioned types of purchases, be sure to include the following on the requisition
  - Name of conference, seminar, training, event, etc. being attended
  - Names of participants included in the requisition
  - Dates of the event
  - Location of event
  - Break down items on requisition (eg. Hotel room for three days would be 3 @ \$85 instead of 1 @ \$255, meal per diem for three days would be 3 @ \$50 instead of 1 @ \$150)
- It is imperative that the above information is included on the requisition.
- Meals for day trips (eg. Region 16 training, etc.) will be lunch only up to \$15.00

**\*\*PER DIEM RATES FOR 2021 AND BEYOND\*\***

*Lodging* – The maximum allowable federal rate for lodging is \$96 per night or the specified amount by location as posted on [www.gsa.gov](http://www.gsa.gov) . When making reservations as for government rate. If lodging cannot be found within the maximum allowable rate you will need to contact DISD’s Business Manager to discuss the alternatives before reservations are made.

*Meals*- Employee meals will be reimbursed or paid up to the following amounts: In ( \$50) Breakfast \$10, Lunch \$15, Dinner \$25. Out of state (\$50) Breakfast \$10, Lunch \$15, Dinner \$25. Student meals will be paid up to the following amounts: In state (\$35) Breakfast \$8, Lunch \$12, Dinner \$15; Out of state (\$36) Breakfast \$8, Lunch \$12, Dinner \$16.

**DALHART ISD CREDIT CARD and GAS CARD POLICY**

The District policy outlined below will be strictly followed in regards to the use of District owned CREDIT and FUEL cards.

As with all purchases using District funds, **a Purchase Order must be approved before checking out and using the American Express CPC cards or Gascard fuel cards.**

Following are the procedures to follow for checking out and using one of these cards:

1. Originator will fill out a requisition request form obtained from the district website and

- submit to the campus requestor
- 2. Requestor will complete the requisition in **Ascender**
  - a. Use the card issuer as the vendor
    - i. American Express CPC vendor #03553
    - ii. Gascard – WTG Fuels, Inc. vendor #01283
- 3. Requestor submits the requisition
- 4. Approved by First Approver
- 5. Approved by Business Manager
- 6. Business Office prints the approved PO and forwards the Pink and/or Green copy of the PO to requestor
- 7. At this time the card can be checked out
  - a. Originator will come to Central Office
  - b. Originator will sign the card out of Credit Card log kept in vault
    - i. Include in the log: Name/PO#/Approx. Amt/Date Out/Signature
- 8. After card is used:
  - a. Person checking card out should check card back in at Central Office **within 24 hours. Card may not be used by anyone else.**
  - b. Affix all receipts from card use to Pink/Green copy of the Purchase Order
  - c. Forward signed Pink/Green copy of purchase order to Business Office for payment of card charges

**\*\*NOTE\*\*** Requisitions for these cards can be processed using an approximation of the total amount expended if that total is not known at time of use, but the originator should have a very good idea of the amount that will be expended.

## **AMAZON PURCHASING PROCEDURES**

The District policy outlined below will be strictly followed in regards to any purchases made through AMAZON using District funds.

STEP BY STEP AMAZON PURCHASING PROCEDURES ARE AS FOLLOWS:

1. Originator will place products in “Shopping Cart” on AMAZON site and print the shopping cart. Fill out Requisition Request Form obtained from the District website
2. Requisition Request forwarded to campus Requestor along with a printed copy of the shopping cart
3. Requestor submits the requisition in **Ascender**
  - a. Requestor shall use vendor #03553 (American Express- CPC) for ALL AMAZON requisitions
  - b. Requestor shall type the originators name in “ORDER FOR:” box
  - c. Requestor shall type “AMAZON” (all caps) in “REFERENCE NBR” box
  - d. Requestor shall put a detailed description of what is being ordered. If books, be sure to include the ISBN# and authors name
  - e. Requestor will then put in Amazon Cart and then submit for approval to Donna McGinnis in the Business Office (DO NOT ADD PO Number)
4. Requisition is approved by First Approver

5. Requisition is approved by Business Manager
6. Donna McGinnis will order product from AMAZON
7. Pink/Green copy of the PO will be sent to the requestor
8. Once the product is received the Pink/Green copy of the Purchase Order shall be signed by the receiver and forwarded to Donna McGinnis in the Business Office for payment

#### **DALHART ISD LOCAL VENDORS CHARGE POLICY**

We are committed to continue to support local vendors in any purchases when possible and competitive.

**Local Vendors charge policy is the same as ALL other VENDORS where the district has charge accounts.**

The purchasing procedures for these vendors are exactly the same as with any other vendor.

These vendors include **United Supermarket, SPC Office Supply, A to Z and Bartlett's hardware, Mission Auto, O'Reilly Auto, Gebo's, United Supply, Tractor Supply, Western Equipment** and any other local retailer.

The District has issued several "U Cards" from United Supermarkets to employees and those are the only persons that are authorized to make charge purchases at United.

1. A "Blanket" purchase order MAY be done for any vendors/retailers that your campus normally makes frequent, but small purchases from during the month. An example of this would be making a requisition to American Express for Office Supplies for DHS for "September Office Supplies NOT TO EXCEED \$300" in the description.
2. Purchase orders should be for an amount as close to the approximate expenditures for that month, but not to exceed \$500
3. The campus secretary or department will be the Requestor for these Purchase Orders and ALL purchases will be validated by that person before the purchase is made
4. If your purchases for a particular vendor are reaching the maximum amount of the purchase order you will need to do a NEW Purchase Order before making any more purchases
5. No purchase shall be made until the Blanket Purchase Order is approved
6. The Purchase Order Number should be CLEARLY MARKED on the invoice or receipt
7. All invoices or receipts should be brought to the REQUESTOR of the purchase order within 24 hours of the Purchase (or completion of trip)
8. Once the blanket purchase order is "Full" the Pink/Green copy along with all receipts/invoices should be forwarded to the Business Office for payment (within two business days)
9. Any charges by employees not able to be tracked back to the blanket purchase order may be refused payment or will be charged back to the employee's home campus
10. It is recommended by the Business Office that Blanket POs to United are prepared after the 15<sup>th</sup> of the month (United cutoff is the 15<sup>th</sup>) all other vendors should be done on or after the 1<sup>st</sup> of the month (cutoff usually last day of month) so that these POs can be closed out and reconciled to the vendor statement

#### **2021 - 2022 DALHART ISD PURCHASING POLICY**

**Acknowledgment**

The undersigned acknowledges receipt of the DALHART ISD PURCHASING PROCEDURES MANUAL and agrees that it has been read and will be adhered to as written.

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Delivery Options: Hand deliver to Business Office, interoffice mail to Donna McGinnis at Central Office, or email to [purchasing@dalhartisd.org](mailto:purchasing@dalhartisd.org)

\*\* This acknowledgment must be signed, dated, and returned to the Business Office before any requisitions will be approved from the individual, every year before August 31.