

## **Purchasing Procedures**

### **Requesting goods and services-requisitions**

The official requisition form is to be made out by the office of the [bookkeeper or administrator](#), from a request submitted by a teacher or department head.

All purchase of materials or labor, other than those made from petty cash funds, are to be initiated as requisitions for any regular [charter school](#) budget-charged purchases. Any employee may originate such a requisition, but it must be approved by the [administrator and bookkeeper](#) prior to processing as a purchase order. The name of the person originating the requisition shall appear on the purchase order.

### **Ordering goods and services-purchases orders**

A purchase order system shall be used, without exception, to serve as a means of budgetary control. The system must be considered inviolate except in case of emergency and then only after approval of the [administrator](#) and/or his designated representative. Responsibility for any purchase or commitment for the disbursement of funds cannot otherwise be assumed by the [charter school](#).

There are some instances of expenditures when a purchase order cannot be used and is not necessary. This would exclude certain types of recurring expenditures.

For purchases of school agencies (funds not coming from the operational budget of the schools), orders may be placed upon the authority of the director of the agency within budget limits.

All [charter school](#) orders are to be processed by the school administrative office and proper accounting made of the same. No purchase shall be allowed after the budget category is spent without prior approval of the [Charter Board](#).

Every effort must be made to avoid emergency purchases. When the administration office is not open and repairs or other critically needed materials or services are not on hand or in stock, the agency or division director (or in case of his absence, his first assistant) may make such purchases without a properly executed purchase order. However, as soon as the administration office is open, a proper purchase order must be processed to confirm the purchase.

When the administration office is open and the need for a non-stock item or material is urgent, purchase may be placed by telephone with confirming purchase order following. Proper encumbrances must be made.

Copies of purchase orders shall be made upon the basis of a properly approved requisition. The original purchase order shall go to the supplier, a copy to the originator of the order to be returned before invoices will be paid.

This practice is all-inclusive. The charter school system will accept no responsibility for purchases made in manners other than outlined in this statement. Employees or students who proceed in other ways shall be held individually responsible and accountable for improper procedures and costs relating thereto.

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Lake George Charter School