

PURCHASES All District purchases will be made with an approved purchase order. The District will assume no responsibility for purchases made without an approved purchase order.

1. Purchase orders will be processed through the District Finance System upon campus or departmental level approval prior to processing. The purchase order will receive final approval at the central office level.
2. District purchases must be made to approved vendors and must comply with state, federal and local purchasing guidelines.
3. Purchase requests from staff members will be given to their supervisor for approval on Form CHD(R)3 Purchase Requisition; if approved, the purchase order will be processed by the supervisor's office.
4. Purchase orders must be processed at the campus or departmental level with sufficient time to allow for the delivery of the materials and/or equipment within the required time. The campus or departmental level must insure a pro-active time frame for such.
5. Approved purchase orders will be returned to the originator for mailing or faxing to insure proper inclusion of necessary registrations or forms.
6. Purchase orders must be complete to include the following:
  1. complete vendor information
  2. quantity
  3. unit price
  4. shipping and handling costs
  5. and discounts if applicable.
7. Once a purchase order has been processed, it is the responsibility of the initiating campus or department to monitor the receipt of the purchase. Invoices will be sent to the campus or department to verify receipt of goods.
8. District purchases must be completed by April 15<sup>th</sup> of each year in order to receive and process all orders in

the current fiscal year. This date may be modified by the Business Services Department, but Principals, Supervisors or other parties who are responsible for budgets may issue an earlier cut-off date. All start up supplies must be ordered within this time frame. District purchasing will resume the following September.