

Spearfish School District 40-2
3000 Business and Non-instructional Operations

Administrative Regulation

Code: 3301AR

PURCHASING PROCEDURE

Any employee of Spearfish School District wishing to make a purchase of any supplies or equipment for any school purpose must follow the following procedure:

General Account Purchases

1. Refer to the district website for an official copy of the purchase order form.
2. Fill out the form completely, including complete vendor address and zip code.
3. Submit the completed purchase order to your building principal or supervisor for approval.
4. If the purchase is not approved, the complete purchase order will be returned to you. If the purchase order is approved, it will be coded to the proper area of the budget and submitted to the district office for final approval.
5. The business office will assign the purchase order number, process and mail or fax the purchase order.
6. A copy of the purchase order will be returned to the person who placed the order to confirm that the order has been approved and processed.
7. Any damage, shortage or discrepancy must be reported to the business office immediately.

Activity Account Purchases

All sponsors of school activity organizations are responsible for the purchases made for these activities. Activity organization purchases are to be made on the blue Trust and Agency vouchers available in the office. These vouchers must be signed by the advisor before a purchase can be made. When the purchase is made, the voucher is to be signed by the store clerk, sales slip attached and signed by the purchaser, and returned to the business office for payment.

Official purchase orders are to be used for all athletic purchases. These must be approved by the activities director and business manager and assigned a purchase order number prior to purchase. No direct orders to salesmen are authorized without proper approval and requisitioning.

Custodial Account Purchases

All custodial purchases are to be made through the Director of Buildings and Grounds who will authorize the purchase with the approval of the business manager.

Revised	<u>March 9, 1987</u>
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