

# Refugio Independent School District

## GENERAL PURCHASING GUIDELINES

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1. ALL purchases with Refugio Independent School District Funds **must be pre-approved by the Superintendent or Business Manager before the purchase is made**. This includes, but is not limited to those purchases involving: principal funds, field trips, professional development, instructional supplies, repairs and maintenance, and new equipment.
2. Any item personally purchased by any employee **without** pre-approval will not be reimbursed by the school district.
3. All purchase requisitions must include the proper vendor name and address, W-9, **Boycott form**, description of the item, purpose of purchase, and cost.
4. All items must have an **attached quote** either from on-line or from the vendor. All items costing from \$1,000 to \$5,000 must have two quotes. Purchases over \$5,000 must have 3 quotes. Please work with the Business Office if the purchase is over \$10,000 as certain requirements must be met for these purchases.
5. **Avoid rush orders – plan ahead**: Most requisitions take a minimum of two weeks to be approved and processed. Please submit requisitions on a daily basis – do not save them for once a week or once a month.
6. No purchase order can be paid without all items on the purchase order being received.

*THESE RULES AND PROCEDURES WILL BE ENFORCED!*

**REGULAR ORDER REQUISITION:** A regular requisition is used when you are requesting a purchase order for something that you need the district to order from an approved vendor. You will use this procedure most often.

**Step 1** Get a quote\*, W-9 form from an approved vendor and Texas Government Code 2270 Verification Form (Boycott Form). We need new W-9s **and Boycott forms** from all vendors each year. If you are unsure if your vendor is approved, please email Lisa Herring or Michelle Mascorro for assistance.

**Step 2** Complete the paper requisition form with quote(s) attached.

**Step 3** Check with your building principal/administrator in charge to make sure he/she feels this expenditure is appropriate and within budget. Ask for a signature of approval.

**Step 4** Submit your requisition request online through TxEIS. (Instructions are posted online how to input the requisition in TxEIS)

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**Step 5** Forward the requisition to the Business Office for signature/approval. Once fund availability & forms are verified, the order will be approved and sent back to the requisitioner with a printed Purchase Order.

**Step 6** Finally, the approved purchase order can be sent to vendor to place the order.

**Step 7** Once **all items** have been received send a copy of the approved purchase order including your initials and date items were received. Then it is sent back to the Business Office for payment. (If the invoice comes to you by mail, please make sure you send it to the Business Office promptly so the vendor can be paid.)

***\*Note: Total vendor purchase over \$1,000 must have two quotes. Also, any orders made without prior approval will not be paid by the school. It will be the employee's responsibility.***

**PROFESSIONAL DEVELOPMENT TRIPS REQUISITIONS:** All professional development trips must have prior approval and a copy of the approved form must accompany all PO or reimbursement requests.

**Step 1** Please review our district Travel Policy and General Guidelines before making your registration and reservations.

**Step 2** If a purchase order is required for a trip, then the regular requisition procedure must be followed. Attach a copy of the approved professional trip form.

**Step 3** If you are paying out of pocket and plan to get reimbursed, you need to submit a copy of the approved professional trip form along with your receipts and completed Reimbursement Form. Please note: mileage reimbursement is not allowed if a school vehicle is available for your travel date(s).

***All professional development trips must be approved prior to your travel.***

**REIMBURSEMENTS:** Complete a Reimbursement Form, attaching all receipts and pre-approved professional trip forms. All receipts must be detailed. Credit card receipts must include a full detail of what was purchased along with your name, the credit card company's name, and the date of purchase. Please black out your credit card number. We will not accept requests for reimbursements more than 30 days after the expenses were incurred. Remember, if the pre-approved form for professional development, fund raiser, field trip, or for any other expenditure, is not attached, we cannot reimburse you for the expenditure.