

Purchasing Procedure

1. Purchasing Guidelines:

- a. All Purchases made with the Lake of the Woods School District must be pre-approved by the direct supervisor prior to the purchase being made.
- b. Lake of the Woods School District reserves the right to deny reimbursement on any item personally purchased by an employee without prior approval.
- c. Rush orders need to be avoided by planning ahead.
- d. Purchases should only be made with deemed necessary and fit within the budget.

2. Purchase Order Process:

- a. Determine materials needing to be purchased.
- b. Determine which vendor will be use – please look at multiple vendors as materials may be less expense with another vendor. If using Express Ordering through Smarter this will do it for you.
- c. Complete a Supply Requisition Form. Blank copies of these forms can be found in the High School Office, Elementary Office, Bus Garage, Custodial Office, or District Office, as well as online through Smarter.
- d. Attach appropriate documentation. (i.e. print out of materials, quote, coupon code, etc.)
- e. Give the completed requisition, with appropriate documentation attached, to supervisor for approval.
- f. The completed requisition form will be given to the Business Office.
- g. Business Manager will verify that funds are available within the budget to make the purchase.
- h. The Administrative Assistant will then create the Purchase Order and return to the requesting employee's mailbox. **(Step obsolete with Express Ordering)**
- i. At this time the employee can fax, email, or phone in their order. Ensure vendor references the Purchase Order number when invoicing. **(Step obsolete with Express Ordering)**
- j. Once materials have been received they will be delivered to appropriate location.
- k. Employee must go through order to ensure they received all their materials. (If there are any issues with the order the employee is responsible for following up).
- l. Sign off on the packing slip indicating you have received all your items and return signed slip to the Administrative Assistant.