

North Adams Public Schools
Procedures for Ordering, Purchasing and Reimbursement

All ordering must go through Central Office. Everyone must follow the procedure listed below.

Requisition Forms

When ordering supplies, you must use the **Requisition Form**, which is available on the District website or from your building secretary. After completing the form, print out a copy and submit it to Central Office. Handwritten orders will not be processed.

When completing the **Requisition Form**, please be sure to:

- ✓ Use companies with whom we have an account. If you are unsure of a vendor, check with Sharon Davignon.
- ✓ Use the most current catalog.
- ✓ Spell the vendor name correctly and completely. Do not use abbreviations.
- ✓ List the correct vendor address. Be aware that some companies have different addresses for different areas.
- ✓ Include the fax number. If this is not received the order will be mailed which will delay your order.
- ✓ Include the phone number.
- ✓ Include shipping charges. If not indicated use 10%.
- ✓ Include your name as well as the shipping address.
- ✓ Include item number and description.
- ✓ List the account number to be charged. This number can be obtained from your department head or team leader. If your order is to be funded through the SPED department, please leave this space blank and forward the form to April Bentley.
- ✓ After receiving your order, if there is an item defective, please contact Sharon Davignon before making arrangements for returning the item.
- ✓ If you are missing an item you should contact the company directly.

Limited Purchase Orders

Limited Purchase Orders (LPO's) may be used when purchasing locally e.g. Wal-Mart, Aubuchon, Big Y, etc. In some cases, there may be additional forms and/or cards that will need to accompany the LPO. To obtain an LPO, contact Sharon Davignon. You will need to provide her with the account number to be charged. Please make sure the vendor that receives the LPO provides you with an invoice/receipt. It is your responsibility to forward the invoice/receipt to Sharon within two working days. **The LPO in and of itself does not constitute an invoice.** If you have been issued a credit card for the vendor, the credit card and receipt must be returned immediately after purchasing. Staff members overseeing grants or accounts should be aware that funds expended with an LPO are not encumbered until we receive an invoice from the company.

Petty Cash

The Central Office has a small amount of petty cash available for purchasing stamps and other inexpensive items. Please see Sharon Davignon prior to making these purchases.

Miscellaneous Reimbursements

Do not purchase items with your own funds and request reimbursement. All purchasing should be done via Requisition Forms, Limited Purchase Orders, or petty cash. If the item(s) that you wish to purchase is unavailable through any of these means, please contact the Superintendent's Office for prior authorization. **No one will be reimbursed for unauthorized purchases.**

Travel Expense Vouchers

To receive reimbursement for traveling expenses you will need to submit a **Travel Expense Voucher** to your department head or the Superintendent's Office. These forms are located in school offices and on the district website. Use this form for reimbursement for expenses including mileage, bus fares, taxi fares, tolls, meals, or hotel. You can be reimbursed for gratuities for up to 18% of the cost of the meal.

When submitting the Travel Expense Voucher, please make sure to include all requested information (date of trip, city, reason for trip). If you are submitting a receipt, circle the total and staple it to the form. **If there are multiple receipts, total the receipts on an adding machine and include the tape with the receipts.** All receipts must be detailed and clearly indicate what was purchased. You cannot be reimbursed for purchases of alcohol and alcohol should not be listed on any receipt submitted.

If you are claiming expenses for another staff member, include the staff member's name and indicate which expenses belong to them. The auditor reserves the right to deny reimbursement for exorbitant meal costs **Any submissions with missing information will not be processed.**

Gift Cards

The purchase of gift cards with school funds is not permitted.