

# **SHAKER REGIONAL SCHOOL DISTRICT ADMINISTRATIVE RULES AND PROCEDURES**

## **PURCHASING PROCEDURES**

**CODE DJ-R&P**

Fiscal management can only be achieved through proper and consistent purchasing procedures for the procurement of supplies, equipment and services for the school system. These purchasing procedures are to ensure not only the proper encumbrance for projection purposes, but to ensure management of funds is in compliance with Board Policy, generally accepted accounting principles and the rules of the New Hampshire Department of Education. This procedure shall:

- A. Provide for the consistent accountability of all District funds.
- B. Require that purchases be supported by purchase orders or contracts. Payment will be made only upon receipt of an original invoice and acknowledgment by the school or person receiving the goods or service of the completion of the order. When authorized by the Superintendent to complete a cash purchase, school personnel shall submit the original itemized receipt for reimbursement.
- C. Require that school personnel not collect funds from students for expenditures that are included in the school system budget.
- D. Require school personnel to maintain a clear audit trail from receipt of funds to disbursement of funds.
- E. Provide for an annual audit of student activity funds by either an internal or external auditor.
- F. Account for the disposition of surpluses or deficits from completed projects.

Order Request Forms must be completed on the appropriate form approved by the Superintendent, contain the account number to be charged, and bear the signature of the Principal or Supervisor. Orders that must be put to bid or have solicited price quotations must have a copy of the bid or quotation provided. Order Request forms will be verified for compliance with Board Policy regarding bid requirements, accuracy of account number to charge and fund availability prior to processing into a Purchase Order. It will be the responsibility of the Principal or Supervisor to request a transfer of funds to cover any order that will take an account over-budget.

Any individual who places an order without complying with the Purchase Order Procedure will be responsible for the payment of or return of the items received.

In the event of an emergency, the Superintendent may approve a purchase outside the regular procedure. An Order Request Form must be completed and a notation made of the date and time of the approval by the Superintendent. The Superintendent rather than the Principal or Supervisor will then sign the Order Request Form.