

 <p style="text-align: center;"><b>ASB PROCEDURES MANUAL</b></p>	<h1 style="margin: 0;">PURCHASING</h1>	<p><b>REVISED 10/18</b></p>
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## INTRODUCTION

All purchases must follow district policy and procedures which require the issuance of a purchase order, or if Board approved, use of a *purchase/procurement* card.

## PROCEDURES

The appropriate person receiving the items (Bookkeeper, Office Manager) will verify quantities, description detail, unit prices, extensions, discounts, dates, purchase order number, applicable sales tax and all other significant data.

If any differences are detected, contact the vendor to facilitate any necessary changes and/or corrections to the order. As available, the packing slip should be attached to the purchase order.

Forward all documents bearing appropriate student and advisor signatures to Accounts Payable for payment through the Finance system.

If there is a change in the amount of items purchased, or the cost of the items changes, the ASB Governing Body must approve the changes. Use reason on the dollar amount of the changes that are sent back to the ASB Governing Body.

Pay only from a detailed or itemized invoice, not from a copy or a “statement”.

### Student Council

All purchases must follow district policy and procedures which require student approval and the issuance of a purchase order prior to ordering the goods and/or services from a vendor. To make an ASB purchase:

1. Determine budget capacity.
2. Acquire the ASB governing body’s approval prior to a commitment to purchase.
3. Prepare a requisition and/or purchase order.
4. Receive approval signatures.
5. Order the approved goods and/or services from the approved vendor.

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6. If a contract is necessary for services being provided, a principal or asst principal signature is required along with student approval. The contract will also need to be approved by the district's purchasing department and if \$10,000 or more it will go to the Board for approval.

In some cases, an employee may receive prior approval to purchase miscellaneous items with a personal check or credit card. The original receipt(s), not a charge card statement, must be attached to a district Expense Claim Form and submitted for reimbursement accompanied by the appropriate student and administrative signatures.

Refer to WAC 392-138-125 and WAC 392-138-210 which govern disbursements by ASBs.

Contact the Accounting and Purchasing Department for further district purchasing procedures.