

## Purchasing and Payment Guidelines

Type of Product/Service (not all inclusive)	Notes	Check Request	Requisition / Purchase Order
Airline Reservation		X	
Awards / Trophies / Etc.			X
Band Instruments / Equipment / Uniforms			X
Banners / Signs / Etc.			X
Calculators			X
Building Rental for Seminar		X	
Cleaning Supplies			X
Computers / Laptops			X
Computer/ Laptop Accessories & Peripherals			X
Conference/Seminar Registration	E	X	X If required
Consultants/Professional Services	A	X	X
Copier Maintenance	D		X
Copy Machines			X
Duplicator Ink & Masters			X
Ink Cartridges			X
Hotel Reservation		X	
IPADS (includes Accessories & Peripherals)			X
Kitchen Equipment			X
Lawn Care Equipment / Accessories			X
Library Books & Periodicals			X
Magazine Subscription	D		X
Office Furniture			X
Office Supplies			X
Paperback Books			X
Portable Buildings			X
Printing / Binding / Etc.			X
Professional Memberships		X	
Refreshments/Hospitality Items	C	X	X if needed
Repairs			X
School Bus Lease / Purchase			X
School Resource Officers			X
Service/Maintenance Agreement	D		X
Site Licenses	D		X
Software			X
Sports Medical Supplies			X
T-Shirts / Uniforms / Etc.			X
Textbooks / Workbooks			X
Travel (meals per diem, vehicle rental, etc.)	B		
Vehicles (Vans / Trucks / Etc.)			X

**Legend:**

X – Denotes that procurement and/or payment should be through the designated process.

An explanation will need to be provided when procurement and/or payment has not followed the designated process.

Federal EDGAR Regulations require that for purchases of materials & supplies and/or services over \$10,000.00 that at least three (3) quotes are obtained. Therefore, check request or if applicable, requisitions submitted for materials & supplies and/or services that do not meet this federal requirement may be denied.

**Notes:**

A – If the services provided will be less than \$50,000, then competitive selection is encouraged but not required. The Board authorizes the Superintendent or designee and Board President or designee to sign all contracts for professional services in excess of \$50,000. If the services provided are more than \$250,000, then Board pre-approval is required.

Procurement and/or payment for Consultants/Professional services must be entered as a requisition/purchase order. Check request can be processed for exceptions such as: auditors, land consultants, attorneys, \*architects, and \*general contractors.

\*-A summary of payments made and remaining balance due should be attached to the check request.

B – Use appropriate LPSS Travel Form along with Expense Diary.

C - Purchases of these items from Wal-Mart must be entered into Alio as a blanket purchase order. The name of the person that will be picking up the Wal-Mart card from purchasing must be entered under Special Instructions on the Order Header tab in Alio.

D - Whenever possible, term of maintenance agreement, site license, subscription and/or service contract should coincide with fiscal year ending June 30.

E - Whenever required, procurement and/or payment should be through the requisition/purchase order process.