

LONG COUNTY SCHOOL SYSTEM PURCHASE PROCEDURES

All purchases should originate with an approved purchase order before the purchase is made, not after. A purchase order form must be completed and submitted through the appropriate Principal or Director. Items or services purchased by the Long County School System must be necessary and incidental to the educational process of the students of the school system. The purchase order form is an excel template that is available on the BOE's website, <http://www.longcountyps.com/Forms2012.html>, or from your school or department secretary. It is the responsibility of the requesting employee to provide the most current vendor contact information, item description, pricing and shipping information. For purchase orders with online shopping carts, etc. you may complete the purchase order with "See Attached" and include the printed attachment with the Purchase Order for processing. The bottom section of the purchase order must be completed before submittal to allow for proper approval and expense classification.

Please note the following special requirements:

Technology Equipment:

Any purchase of technology equipment/software will require a proposal from the vendor and will require approval from the technology director before the PO is finalized.

State/Federal Grants:

Any purchases with state or federal grant funds will require the approval of the grant manager before being finalized.

Amazon Purchases:

To request items be purchased from Amazon, the employee must visit the Amazon website and place items to be ordered in a "Wish List" that needs to be shared with bervin@long.k12.ga.us. Submit the purchase order form with an attached copy of the wish list through the proper approval process. When the order is approved, Barbara Ervin will process the order on the Amazon web site.

Wal-Mart, Lowes, Sears, Tractor Supply Purchases

Any approved purchase order for the above businesses will require in store pick up. The employee must secure the system purchase card for the appropriate business and make the in store purchase using the system purchase card. The store card, signed ticket and PO must be submitted to the central office business department the following business day.

Transportation Purchases

The transportation director or mechanic can make purchases using a master PO number of 1320 if the purchase is being made for the parts or services needed to repair or maintain buses. The transportation director must approve the invoice before payment is processed. The transportation director should utilize the purchase order procedures above for goods or services that are ordered and not purchased in person. For the purchase of diesel, the transportation director should secure and document phone bid prices. This information should be submitted to the business department with the invoice or delivery ticket for payment to be processed.

Maintenance Purchases

The maintenance director can make purchases without a printed purchase order form using a master PO number of 2600 at the vendor's place of business under two conditions: (1) the goods are purchased in person by the maintenance personnel and the (2) the goods or services being purchased are necessary to repair or to maintain the buildings and ground so the Long County School System. The invoice must be approved by the Maintenance Director before payment is processed. The maintenance director should utilize the purchase order procedures above for goods or services that are ordered and not purchased in person.

Approval Process:

The employee must submit the completed purchase order form and any attachments to their principal or director for approval. The forms should be forwarded to the central office business department. The business office will secure the necessary final approvals, enter the PO in the accounting software to encumber the funds which will assign the purchase order number. The PO form and attachments will be forwarded to the vendor. Our preferred method of ordering is by fax. Purchase order forms submitted without fax numbers will be mailed. A copy of the final approved purchase order form will be returned to the school or department. The business office will email the requesting employee when purchase orders requiring in store purchase/pick-up are approved, so the employee can make arrangements to secure the system's store card and make the purchase.

Receipt of Items and Payment of Invoices

When materials are received the packing slip should be verified against the purchase order and items received, signed and then submitted to the business department. The business department **MUST RECEIVE A PACKING SLIP OR A COPY OF THE PO WITH A SIGNATURE AND DATE VERIFYING THE RECEIPT OF THE ITEMS BEFORE PAYMENT CAN BE PROCESSED.** Items received, backordered, or canceled should be clearly noted on the receipt documentation.

The Long County Board of Education will not be responsible for any purchases billed to individuals. Purchases billed to a school without a properly approved purchase order will be paid from school activity funds or the responsible employee, unless approved by the Superintendent with documentation of why procedures were not followed. Emergency purchases must be submitted stating the reason for the emergency and approved by the Superintendent before payment will be processed.

For purchase orders in excess of \$2,500 please refer to board policy DJED, Bids and Quotations to ensure proper purchasing procedures are followed.