PURCHASE ORDERS

**A. Purchase Requisitions**

1. The purpose of a Purchase Requisition is to approve spending of goods and services ***BEFORE*** the money is spent.

2. Purchase requests can be in paper or electronic format and are entered by the Principal or Director who is requesting the goods or services.

3. The purchase requisition must meet the following criteria:

a. The budget coding is verified as to correctness and available funds.

b. All items or services are priced by receiving a quote from the vendor and MUST be attached to the purchase requisition. The quote can be an email from the Director, vendor, or an official “quote” document.

c. Please see document “Millsap ISD Purchasing levels and Requirements” for thresholds and required quotes.

d. If a new vendor is identified a W-9 must be accompanied so the information can be added into the system. A vendor packet may be required as well.

4. In order to maintain efficient processes, please keep in mind that the purchase requisition can take up to ***3 business days to be approved*** so planning ahead is crucial. There will be minimal last minute “emergency” checks cut.

5. For Athletics

* When turning in a quote, please state if the items being purchased is school property or items to be kept by athletes (i.e., t-shirts, uniforms)
* Coach Attire – please get separate quotes and make sure the quote states it is for coach attire. Also, Activity funds should not be used to purchase coach attire.

**B. Purchase Orders**

A purchase order is confirmation of a charge that has been approved. **No purchases are authorized without issuance of a Purchase Order (PO), and payment will not be made for requests for purchases not authorized by a Purchase Order.**

Anyone creating or authorizing such a commitment prior to securing a Purchase Order may be held personally liable for payment.

1. The Purchase Order is computer-generated with budgeted funds being encumbered at the same time.

2. Once the Purchase Order is approved, please reference the PO # when placing order/making a purchase.

3. Invoices that exceed the purchase order amount by more than 10% shall be approved by the Chief Financial Officer (CFO). This does not include shipping charges.

4. Once a Purchase Order is issued, the same PO number cannot be used for reorders. Where merchandise has been returned or damaged and a reorder of replacement merchandise is desired, a new Purchase Requisition must be submitted.

5. When the order is received, send the packing slip to Administration (Accounts Payable), sign and mark “received”.

6. All invoices should be sent to Purchasing at [purchasing@millsapisd.net](mailto:purchasing@millsapisd.net).

**C. Open Purchase Orders**

1. Open Purchase Orders are established with vendors at the request of the end user. Examples of open purchase orders are Utilities, Transportation, Custodial supplies, Maintenance supplies.
2. If receipts are not provided when an open purchase order is used, it may be closed immediately.

**D. Reimbursements**

1. Reimbursements are highly discouraged. However, even if a reimbursement occurs, a requisition is still REQUIRED.
2. Receipts are required and must be turned in.
3. Sales tax will not be reimbursed unless it is an extenuating circumstance.