

SCHOOL DISTRICT OF WAUZEKA-STEUBEN
PURCHASING PROCEDURES AND GUIDELINES

Requisition Requirement

Requests for materials, equipment, and services must be initiated with a requisition. This procedure will be used in all situations except in the event of an emergency repair, extenuating circumstance, or when a perishable item is needed (i.e.: food). In these situations, prior approval by the District Administrator or his/her designee is needed and the invoice can be sent directly to the Business Office with correct account codes to be processed for payment.

Completion of Requirements

1. Requisition information must be entered accurately and legibly.
2. The date, reason, and originator of request must be completed.
3. The vendor name, address, and telephone number must be complete and accurate.
4. Quantity of each item to be ordered shall be listed in the appropriate column.
 5. The description of each item/item SKU ("Stock Keeping Unit" – a store's or catalog's product and service identification code) number to be ordered shall be specific and include current catalog numbers (when catalogs are used).
6. Unit prices, extensions, and requisition total must be entered. If actual price is not known, an estimated price, or a "not to exceed" total must be entered.

Administrator verification and authorization – Before the completed requisition is sent to the District Office, the Administrator responsible for the requisition will do the following:

- a. Review all information on the order;
- b. Assign the correct account code to be used for the order;
- c. Verify that adequate budgeted money remains unencumbered in the designated account(s) to accommodate the order; and
- d. Initial/approve the order.

The following Administrators are authorized to initial requisitions in their budgetary accounts: District Administrator and PK-12 Principal.

Final Processing of Requisitions for Nonrecurring Expenses

When the District Office has received the completed requisitions:

1. The authorizing signature of the District Administrator will be obtained if the requisition meets all of the above requirements.
2. A purchase order number will be assigned.
3. The purchase order with the authorizing signature of the District Administrator and/or designee will be sent to the originating location for processing.
4. Requisitions over \$5,000 will require the bidding policy to be followed.

Staff members are not authorized to make verbal or written purchase agreements without a purchase order. Violation of this rule may result in the individual staff member being personally liable for the cost of all items involved.

When products/supplies are delivered to the District, office staff will sign the confirmation of the receipt of shipment. The Building Secretary will open the package(s), confirm contents, and sign the packing slip/invoice. Staff will be notified of the confirmed delivery. During the school year, staff must sign off on the packing slip/invoice before obtaining the delivered product. During summer or holidays breaks, products will be stored in a classroom after an office staff member confirms the contents and submits packing slips/invoices to the Business Official/Bookkeeper. Staff will need to sign out their product for that classroom with an office staff member in order to acquire the product.

Legal References: Wisconsin State Statutes Sections §§ 19.59, 66.0131, 66.0135 (7), 66.0607 (3), 120.12 (24), 120.13(5) (33), 175.10, 946.10, 946.12, 946.13; Wisconsin Uniform Financial Accounting Requirements (WUFAR)

Cross References: Policies 662.1 Student Activity Funds Management, 672 Purchasing, 672.1 Bidding Requirements

Adoption Date: 3/23/2011

Date Revised: 12/19/2011; 2/16/2015

Date Reviewed: