

FINANCE – DISTRICT PURCHASING AND REQUISITIONING ADMINISTRATIVE PROCEDURE

- I. **WAREHOUSE REQUISITIONS:** Each worksite stores an array of supplies necessary for day-to-day operation. Additional materials and supplies should be requisitioned from the district warehouse. The [Warehouse Catalog](#) and procedures for supply requisitions can be found on the District's website under Staff Resources.

Items not available through the warehouse can be ordered using the District's regular requisition system.

- II. **GENERAL REQUISITIONS:** The general requisition form is the e-document used to request the issuance of a purchase order to an outside vendor. All approved purchases shall be made by the use of an authorized purchase order from the Purchasing Department. A requisition may be initiated at any level of the organizational structure; however, to be honored by the Purchasing Department, it must have approval from the appropriate department head and administrator.
- A. No employee or student is authorized to purchase materials or services that financially obligate the District without an authorized purchase order number. Personnel who disregard this provision will be obligated to pay the vendor from their personal funds.
 - B. New vendor accounts are setup and approved by the Purchasing Department. A request may be made by completing the [New Vendor Request](#) form located on the District's website under Staff Resources.
 - C. All orders must use the Bemidji Area Schools official addresses. No shipments will be made to school buildings without prior approval from the Purchasing Department.

The [ISD 31 Electronic Purchase Requisition Guide](#) with instructions on how to complete a general purchase requisition can be found on the District's website under Staff Resources.

- III. **PURCHASE ORDERS:** The purchase order is a form which is prepared and sent by the Purchasing Department or Business Office. The purchase order is the only official form used to place an order with a vendor.
- A. Information on the purchase order is taken directly from the requisition or attachments.
 - B. Questions regarding the status, anticipated delivery date, etc., should be directed to the Purchasing Department. Purchasing will make the necessary contact with the vendor. Reference the purchase order number for questions.
 - C. If it becomes necessary to make changes on a purchase order (such as prices, quantities or a substitution of items); the change must be authorized by the

Purchasing Department. The Purchasing Department will communicate these changes to the vendor.

- IV. EMERGENCY REQUESTS: Requisitions need to be completed in a timely manner as the District does not have the ability to process emergency requests. Every effort should be made to foresee needs and complete purchase requisitions as far in advance as possible. When an emergency arises, it is the requestor's responsibility to notify all approvers and the Purchasing Department that the purchase requisition was submitted. In no case should contact be made with a vendor prior to securing an approved purchase order number except to obtain information.
- V. CANCELLATION OF A PURCHASE ORDER
- A. Cancellation request originating in a school or department.
- i. Schools and departments should not contact a vendor directly. All requests of this nature are to be processed in writing through the Purchasing Department only.
 - ii. All requests for cancellation must be made by emailing the purchase order number with notations of the cancellation to the Purchasing Department. The Purchasing Department will then notify Central Receiving of the request for cancellation. The receiving copy must be clearly marked "CANCEL" stating the reason for the request, the date and the person requesting cancellation. If a shipment on this order is en route, cancellation is impossible and goods may not be returnable.
- B. Cancellation requests by a vendor.
- i. Requests for cancellation by the vendor are usually received in the Purchasing Department. The Purchasing Department will contact the school or department and the Accounts Payable Department. If only a few items are to be canceled from a multiple item order, those items will be identified as being canceled.
 - ii. Occasionally a vendor notifies only the Accounts Payable Department by means of a note on the invoice itself that certain items are to be canceled. In this case, Accounts Payable will notify the Purchasing Department and the school will be advised per the procedure noted above.
 - iii. If the school should receive a cancellation notice direct from the vendor, the school should attach it to the purchase order and send it to the Purchasing Department.