

Huntingdon Special School District Procedures for Initiating Purchases June 2016

The procedures for initiating purchases within Huntingdon Special School District are as follows:

Authority to Purchase:

The authority to purchase is held by:

- (1) Federal Projects Directors
- (2) District Nutritionist
- (3) District Technology Coordinator
- (4) District Technology Supervisor

Prior to purchasing any item, a pre-numbered purchase order must be generated and completed before any purchases are made. The purchase order will be generated by any of the abovementioned individuals listed above and/or the federal bookkeeper. The purchase orders are located in the federal bookkeeper's office and all the individuals mentioned above do have access to them.

The following information must be included on the purchase order:

- (1) A description of the services to be performed or goods to be delivered
- (2) A location where the services are to be performed or goods are to be delivered
- (3) Appropriation account name and number
- (4) Quantity, unit price, extended cost and purchase total
- (5) Signature of responsible project director

After the purchase is made and prior to the product and/or service being delivered, the respective project director will keep the purchase order. Then the purchase order with the proof of purchase to include invoice, packing slip, and/or bill of lading is submitted to the federal bookkeeper who matches the purchase order and to invoices received. The packing slip and/or bill of lading, if available, along with the invoice will be kept with the purchase order.