Goal: To ensure a systematic process to review and approve the purchase of goods and services in compliance with federal grants requirements, state law, Board Policy, and local procedures.

**Purchase Order Approval Authority:**

* The Superintendent has delegated the Chief Financial Officer to approve all purchases that are less than $50,000.
* Each purchase shall fall under a purchasing category by object code to fulfill procurement requirements less than $50,000. *(See Exhibit - Like-Item Categories – Commodity Codes)*
* The Board of Trustees retains the authority to approve all contracts for the purchase of goods or services for any single purchase that exceeds $50,000. These vendors must submit a Certificate of Interested Parties (Form 1295) electronically to the Texas Ethics Commission at the time a contract is entered. The Purchasing Coordinator will be responsible for acknowledging these forms per procedures detailed at the Ethics Commission website: <https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm>

**On-Line Requisition System:**

* The district shall use an on-line requisition system for all purchases, including but not limited to day-to-day operations, special event, and entry fees. Non-purchase order purchases such as employee travel reimbursements do not require a requisition.
  + Additional forms that must be used along with a purchase requisition include:
    - Game Worker Pay Sheet
    - Entry Fee Form
    - Reimbursement to Citibank Credit Card
    - Reimbursement to Employee or Restaurant
    - Check Disbursement Form (used for UIL judges, consultants, etc.)
* The Director of Accounting shall create all requisition system users and assign the appropriate account code(s).
* The Director of Accounting shall create all of the requisition approval paths in accordance with the district’s Procurement, Accounts Payable and Cash Disbursements Flowchart.

**Purchase Requisitions:**

* Requisitions are internal documents and should not be forwarded to a vendor to place an order.
* All requisitions from grant funds (state/federal) shall comply with the **State & Federal Grants Manual**.
* The requestor (and/or the campus secretary/bookkeeper) shall “submit” a purchase requisition using the on-line requisition system.
  + If a requisition for a contractor (employee of the contractor) who may have an opportunity for direct unsupervised contact with students is submitted, the contractor (employee of the contractor) must complete a new Criminal History Information Request and Confidentiality Agreement Form every school year prior to being approved to work with any students. Be sure to allow additional time for these requisitions/forms to be reviewed and approved.
    - Addressing an assembly, officiating a sports contest, or judging an extracurricular event – assuming that there is no opportunity for unsupervised interaction with a student or students is not by itself direct contact with students.
  + If a requisition for a public works contractor that provides engineering, architectural or construction services is submitted, the Maintenance Director will verify that the contractor will have no opportunity for unsupervised direct contact with students. If students are present, the Maintenance Director will ensure the contractor is always accompanied by an authorized employee. This statement and signature will be included as part of the requisition documentation to be in compliance with Texas Education Code Chapter 22.
  + Vendor (contractor) does not exist in the Skyward Finance vendor list; the requestor shall do the following:
    - Approved Vendor (example: District Vendor List, BuyBoard, TIIPS, etc.):
      * Submit the following to Purchasing Coordinator
        + W-9
        + Address, Email Contact, Phone and Fax Contact Information
        + Conflict of Interest Questionnaire
        + Criminal History Information Request and Confidentiality Agreement Form (if contractor or employee of the contractor may have an opportunity for direct unsupervised contact with students)
        + Contractor Certification Form (if contractor or subcontractor provides engineering, architectural, or construction services)
    - If new Vendor is providing a “Sole Source” or specific item or service is not available from an approved vendor
      * Submit the following to Purchasing Coordinator
        + Sole Source Letter if Sole Source Vendor
        + Quote requirements will be different depending on fund and purchase amount. For quote requirements, reference the Lampasas ISD Purchasing Levels and Requirements located in the State & Federal Grants Manual.
        + W-9
        + Address, Email Contact, Phone and Fax Contact Information
        + Conflict of Interest Questionnaire
        + Felony Conviction Notification and Vendor Certifications Form
        + Criminal History Information Request and Confidentiality Agreement Form (if contractor or employee of the contractor may have an opportunity for direct unsupervised contact with students)
        + Contractor Certification Form (if contractor or subcontractor provides engineering, architectural, or construction services)
  + If the account code(s) that the requestor intends to purchase with does not have sufficient funds, the requestors shall follow the **Budget Transfer Procedures**.
* The requestor shall forward all attachments for requisitions such as order forms, registration forms, or other special instructions via email or campus mail. The attachment(s) shall include the system-generated requisition number.
  + If the requisition is for travel, field trips, co-curricular, or extra-curricular trip, follow the **Travel Procedures**.
* The requestor’s supervisor (campus principal or department director) should receive an email notifying him/her that a requisition(s) is pending approval.
* The campus principal or department director shall review and approve all requisitions.
* The Purchasing Coordinator shall review all requisitions daily and process all time sensitive orders as soon as possible.
* The review shall include the following:
  + Requestor name
  + Shipping address (most orders are delivered to the District Warehouse; however, technology purchases are delivered to the Technology Department.)
  + Vendor name and number
  + Description - Verify that the reason matches the purchase and is properly spelled out
  + Reference - Name of person that goods should be delivered to
  + Attachments/Documentation - The requisition should not be approved until the documentation is received and reviewed
  + Bid Number - Bid, quote, or Co-Op contract number, as appropriate. NOTE: If the requisition is for goods or services that were competitively procured, a copy of all bid/proposals shall be on file in the purchasing department.
    - Examples of purchases under $50,000 which are non-competitive and do not require a bid or contract number.
      * Services with a governmental entity.
      * Student Independent Educational Evaluation (IEE). The choice of provider is determined by the parent.
      * Professional organization for membership, dues, or other business services.
      * School assembly or guest speakers for school related business.
      * Conference attendance related to school business or professional development.
      * Newspaper advertising for purposes of communicating with the public.
      * Subscription fees to professional publications needed to perform duties or educational requirements.
      * Field or student trips to specific venues or one-time limited events.
      * Venue cost for extra-curricular school activities.
      * Travel costs, such as airline fares, charter buses, rental vehicles, lodging, restaurants.
  + Catalog / Item number
  + Description - Detailed description of item or service.
  + Unit of measure
  + Unit price - If unit cost is equal to or over $5,000, the object code must be 66XX.
  + Account code(s) - the account code(s) must match the purchase and location / department
* If any deficiencies are noted with a requisition, the Purchasing Coordinator shall contact the requestor to resolve the discrepancies.
  + If the discrepancies cannot be remedied, the Purchasing Coordinator shall “return” the requisition to the requestor. If necessary, notify the Director of Accounting or the Chief Financial Officer of any outstanding items.
* The Purchasing Coordinator shall “approve” all requisitions that meet the required review.
* The Purchasing Coordinator shall notify the Director of Accounting if any requisitions are pending final approval or are time sensitive and will not be processed within 7 workdays of campus/department approval.

**Purchase Orders:**

* Purchase Orders are similar to a “promissory note” in the sense that it conveys to the vendor that if they provide the goods or services, the district promises to promptly pay for the goods or services.
* Purchase Orders should be entered prior to purchase except for some “emergency” purchases where time is limited and other purchases in which the vendor may not be known prior to an event; such as game workers, game officials, gasoline, student meals, or purchase order payments that exceed the original encumbrance amount by $100 or more and need another purchase order, or situations when backordered items are finally received and the original purchase order has already been closed.
* The Chief Financial Officer shall serve as the final approver of all requisitions. Upon approval by the Chief Financial Officer, the requisition becomes a purchase order and is assigned a system-generated PO number.
* The Purchasing Coordinator shall print 2 copies of all purchase orders (1 on white paper and 1 on pink paper) and send one copy to the vendor via fax or e-mail. The white copy is retained in Accounts Payable, and the pink copy is sent to the Campus/Department to confirm receipt of goods or service.
  + Examples of purchase orders that will not receive a pink copy (not an inclusive list):
* Purchase Orders that are a “Request for Check” such as some conference registration fees, entry fees, membership fees, district fees, license renewals, approved reimbursements, game workers, game officials, police security, gasoline, purchase orders that exceed the original encumbrance by $100 or more and need another purchase order, or situations when backordered items are finally received and the original purchase order has already been closed.
* Approved purchases made on a school district credit card in person. Examples in this instance would include purchases from Walmart, Sam’s Club, Dollar Tree, Tractor Supply, or restaurant receipts when eating with students, etc. since detailed receipts are provided at the time of the transaction
* The Accounts Payable Specialist shall file the district copy (Accounts Payable white copy) of all purchase orders in an alphabetic file pending receipt of the invoice, packing list (if available), and receiving confirmation (pink copy of the purchase order signed and dated or original invoice/receipt signed and dated).

**Petty Cash:**

* The Food Service Department is authorized to have petty cash accounts. The petty cash accounts shall be in the following amounts and time periods:
  + Kline Whitis Elementary $250 August 1st through June 1st
  + Hanna Springs Elementary $250 August 1st through June 1st
  + Taylor Creek Elementary $250 August 1st through June 1st
  + Lampasas Middle School $350 August 1st through June 1st
  + Lampasas High School $875 August 1st through June 1st
  + Summer Feeding Program $100 May 20th through August 1st
  + Special Events Various Deposit within 15 days after receipt
* Each campus will have a purchase order payable to LISD Gen Operating Fund entered by the department secretary at the beginning of the year and will be processed by the Purchasing Coordinator and Accounts Payable Specialist prior to the first day of school.
* To replenish petty cash accounts, the department secretary records the cash receipts entry when the manager at the campuses deposits the funds with their last day of school (or last day of the summer feeding program) deposits.
* The Purchasing Coordinator shall approve all Petty Cash Reimbursement requests that follow the structure above.
* The Accounting staff or the Director of Child Nutrition may at any time visit a campus and request to count the petty cash funds to verify accuracy.
* In addition to Food Service Department petty cash, a petty cash account may be established with an Activity Account Purchase Order at each campus for the purpose of making change for fundraising activities and startup cash for athletic or other school related events. (All startup cash should be returned to petty cash the morning following the event). At all times, the petty cash account shall be balanced.

**Procurement Card (PCard): *“school credit cards”***

* Each staff member shall be eligible to check out a purchasing card for Travel related costs such as hotel charges and fuel for school owned vehicles. Meals may be purchased with a PCard if students are traveling with the teacher/coach. *(All other uses of the PCard must receive prior approval from the Purchasing Coordinator and there must be a valid reason for not following the purchasing procedures above.)*
* Only select positions have a purchasing card issued to them on a continuous basis. Those include the Campus Principals, CTE Director, Director of Special Services, Director of Human Resources, and the Athletic Director.

○ These cards may be checked out to other employees at the campus/department using procedures below.

* If all credit cards at the campus/department are already checked out, the employee shall complete an Employee Procurement Card Request via e-mail and forward to his/her supervisor.
* The campus principal or department director shall review and approve all PCard requests.
* The Accounts Payable Specialist or the Purchasing Coordinator shall review and approve all PCard requests to include the following:
  + what kind of purchases are needed
  + estimated amount of purchases
  + length of time credit card will be needed
* Employee will check out credit card one business day prior or day of need at business office and employee should return the credit card the first business day following day of return.
* The Accounts Payable Specialist or the Purchasing Coordinator shall request all new cards from the banking institution.
* The Accounts Payable Specialist or Purchasing Coordinator shall be responsible for the safekeeping of all PCards to include the issuance and collection of PCards.
* The campus or department secretary/bookkeeper shall submit a requisition for the credit card purchase within 3 days of each purchase.
* The campus or department secretary/bookkeeper shall ensure that the requisition is supported by an original, signed detailed receipt and shall verify the charges, add the account code(s), and submit to the campus principal or department director for review and approval.
  + Sales tax charges, if any, shall be collected from the PCard holder, receipted and deposited to the expenditure account code(s). Sales tax should not be paid by the school district. The credit card user should present a hotel sales tax exemption form and/or tax-exempt form when traveling.
* The Accounts Payable Specialist or Purchasing Coordinator shall reconcile credit card purchases and purchase orders prior to processing the PCard account payment.
* The review shall include the following:
  + Original, signed detailed receipt – the reimbursed amount must not include sales tax
  + Purchase is in compliance with purchasing procedures.
  + Account code(s) for each transaction – the account code(s) must be appropriate for the purchase
  + Approval from the campus principal or department director
* If any deficiencies are noted with a PCard Purchase Order, the Accounts Payable Specialist or Purchasing Coordinator shall contact the campus or department secretary/bookkeeper to resolve the discrepancies.
  + If the discrepancies cannot be remedied, the Accounts Payable Specialist or Purchasing Coordinator shall notify the Director of Accounting or the Chief Financial Officer of any outstanding purchases.