

### REQUISITION, PURCHASE, and INVENTORY POLICY

It is the policy of the school to fulfill all reasonable requests for supplies. Please see that supplies requested by you are not carelessly or wastefully used. Proper care and supervision is required for all GPS District supplies and equipment.

When ordering supplies or making purchases, employees shall do the following:

1. Pick up a purchase order form from the Designated office.
2. Fill out the purchase order form completely including:
  - A. Account charged against:  
Ex. GENERAL FUND - specific classroom materials, teaching aids and equipment; list department ordering (Library, Math, Science, etc.) and Federal Programs. (Program Director must sign as well)  
ACTIVITY FUND – clubs or organizational purchases (Athletics, Yearbook, Class of 2008, etc.).
  - B. Company name from whom you are ordering.
  - C. Complete address of Company.
  - D. Company phone number and fax number.
  - E. Quantity and product number.
  - F. Description of items needed size, color, etc.
  - G. Cost of items needed.
  - H. Shipping if applicable; estimate 10% shipping if amount is unknown.
3. Sign and date purchase order form.
4. Return the purchase order form to the Principal or Superintendent's office for approval, (depending on supervisor).
5. **DO NOT PLACE ORDER UNTIL A COPY OF THE APPROVED PURCHASE ORDER WITH A PURCHASE ORDER NUMBER IS RETURNED TO YOU.** This must have an authorizing signature of an administrator and/or account custodian. You may then order the item (s) requested. Only the designated receiving agent can sign for shipments delivered to the school. The designated agents are your building secretaries, and Administrators. ***If you are not authorized as a receiving agent, DO NOT SIGN FOR SHIPMENTS!***

**NOTE:** If an invoice is received in the Superintendent's office without a purchase order number and authorizing signature, the organization or person responsible for ordering the items will be liable for invoice payment.

Purchase order forms will be used by the Activity Fund, Child Nutrition Fund, Building Fund, Bond Fund, Sinking Fund and General Fund.

1. Upon receipt of the purchase, you are to get the packing slip or make one detailing the order

received. You are to check the order for accuracy and if it is accurate and acceptable, sign the slip, date the slips and turn in to administrative office for payment.

### INVENTORY INSTRUCTIONS

- All materials, supplies, equipment, and computing devices **must be inventoried and labeled upon receipt**. Consumable items (lasting no longer than one year) may not be included on the inventory.
- Store all materials, supplies, and equipment securely and appropriately in designated locations.
- In a Title I, Part A Targeted Assistance program all materials, supplies, and equipment are reserved only for identified students.

### Equipment

A physical inventory of all property must be inspected and inventory list reviewed annually by the site principal. The physical inventory shall be reconciled with the property records at least once every year. Complete and current inventory shall be maintained by each staff person assigned to the property and stored on district servers for access by site and district personnel.

Property records for equipment must be maintained that include:

- a description of the property
- a serial number or other identification number
- the source of funding for the property (including the FAIN)
- who holds title
- the acquisition date
- cost of the property
- percentage of Federal participation in the project costs for the Federal award under which the property was acquired
- the location of property storage and if issued; date, time, and staff person responsible.
- use and condition of the property
- any ultimate disposition data including the date of disposal and sale price of the property. [[2 CFR part 200.313\(d\)\(1\)](#)]
- If an item is lost or damaged, it must be documented in the inventory registry and replaced by the person who lost or damaged the item.
  - If an item is no longer in a usable condition, it must be listed in the inventory registry and can only be disposed of by board approval as a surplus item.

All items must be kept on the federal program inventory for at least three years from the date of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report. After three years districts must use their policy for records retention and disposition. *[2CFR part 200.334]*

OSDE recommends that records are kept for five years based on the fact that the statute of limitations for any misspent funds applies for five years after the grant performance period ends.

If the inventoried item is still in use, keep the item on inventory until disposition. After disposition, keep the item on the inventory for a minimum of three years from the disposition date OR five years beyond when the performance period of the funding source has ended.

*Template for Inventory Recording.*

Item Description	Serial Number	Funding Source (Federal Award Identification Number FAIN)	Title Holder	Acquisition Date	Initial Cost	Percent Paid with Federal Funds	Location	Condition	Disposal or Sale of Item