

PURCHASING PROCEDURES

According to Ohio Revised Code a **purchase order is the only authorized mode of purchasing for public entities**. No order can be made without a purchase order in hand with the proper signatures to authorize it. In simple terms, you cannot pick up the phone or go to a vendor (ex: Quali-tee Design) and place an order for a Miami Trace group unless you have turned in a requisition or fundraising form and have received a signed purchase order copy back. Please plan ahead and allow at least 5 days for a purchase order to be executed. **Any unauthorized purchase will be the responsibility of the individual making the purchase.**

Procedures

1. Complete a requisition or fundraising form requesting the items you wish to purchase. A fundraising form would be used if you are ordering items for a fundraiser or ordering items to sell to students with no profit expected. Be sure to indicate the fund number that will be paying for the items and an estimate of the receipts and expenses (if using a fundraising form). It is recommended to estimate high. Also, please include shipping costs, if appropriate. Do not estimate sales tax because Miami Trace is tax exempt.
Staff may prepare a purchase requisition to themselves, when they are requesting to personally purchase items and then seek reimbursement from the appropriate district fund. Staff will not be reimbursed for any taxes paid.
2. Obtain the proper signatures. Any athletic activity needs to be approved by the athletic director and then the building principal before forwarding to the central office.
3. The treasurer's department will order the items unless the box "Return to Employee to Order" is checked on the requisition. Please include complete information (colors, sizes, item numbers, etc.) if you would like the treasurer's department to place the order.
4. Complete a receiving report or sign and date the packing slip after all items have been received to authorize payment for the goods or services received. Write any shortages or problems on the body of the receiving report. If items are backordered, please complete a receiving report for each shipment. Do not wait on an invoice as those will be sent directly to the treasurer's department.

Blanket Purchase Orders

The treasurer's office issues blanket purchase orders to cover small regular purchases by authorized employees to some local vendors. Authorized employees may purchase small ticket items from the following designated vendors without first submitting a purchase requisition.

Kroger – must take charge card with you and use district reward number

Watson's Office Supply

Wal-Mart - must take purchase order with tax exemption certificate and charge card with you

Scholastic - for use by teachers taking classroom orders from students (separate instructions)

The threshold amount for blanket purchases is \$250.00. Any purchase over that amount from the listed vendors must be submitted on a requisition.

The charge cards are available in the treasurer's department and must be approved and signed out by office personnel. Employees are required to sign a credit card use agreement prior to using the cards. Receipts must be signed by the employee with the responsible fund listed, building and the supervisor's signatures. If the receipt is not printed with a date, the date is to be listed along with the other required written information.

All types of fundraising and collection of fees and donations require a form completion and approval prior to the event. Please contact your building secretary for the proper form. All individuals in charge of fundraisers or fee collections are required to attend an annual training and acknowledge by signature their agreement to follow the district procedures.

A fundraising form is a 3-part numbered form and the top half must be **completed and approved before** the sale begins. All copies are to be submitted to the treasurer's office before the sale for the superintendent and treasurer's approval. Once approved, the white and pink copies are returned and the sale can begin. Please be sure to ask questions before beginning any fundraising or fee collection activity. Records will need to be maintained so the form can be completed and for documentation for audit purposes.

Once the sale is finished, the form is completed and given to the building secretary. She will verify the receipt numbers and the amount of dollars received. The building principal's signature will be obtained and the white form copy will be forwarded to the treasurer's office for final approval. Please complete each form completely and provide documentation to support the expenditures and the selling price of items sold. Keep the pink copy for your records.

All fees charged to students require prior board approval and completion of fee collection forms. To achieve board approval a request needs to be sent to the superintendent to be placed on the board agenda. No fees may be collected until you have received board approval. A fee collection form will be issued and sent to you after board approval.

Please note that all checks for any camps, fundraising activities, etc. should be made payable to Miami Trace Local School District and not to the activity (ex: MT Soccer Camp, MT Cheerleaders, etc.). All monies collected and received by MT personnel for any transaction in the school district must be deposited **daily** at the building where the activity is taking place. Under no circumstances may money be held (ex: waiting until all monies are collected is not permissible). A pay-in form and money should be given to the building cashier or secretary and a receipt will be provided to you. The fundraiser number should be listed, if applicable, on each pay-in form as each fundraising activity must be accounted for separately. All records need to be maintained for at least 3 years for audit purposes.