

## KEARNS HIGH SCHOOL

Memo No. 18

August, 2011

### SUBJECT: PURCHASES OF SCHOOL & DISTRICT SUPPLIES & EQUIPMENT BY STAFF

Schools can purchase supplies and equipment (school or district monies) under the following guidelines. *See attached SCHOOL & DISTRICT FUND charts.*

#### SUPPLIES - SCHOOL MONIES

- (1) Supplies amounting to less than \$499.00 - Two telephone quotes by school are recommended. WAREHOUSE ITEMS should be used whenever possible.
  
- (2) Supplies amounting to less than \$5,000.00 (\$500.00-\$4,999.00) may be purchased directly from the vendor. District purchasing agents can provide assistance by suggesting the best source (District bids & State contracts should be used, if possible) These items must be purchased with a school purchase order or a school check. Purchases for more than \$5,000.00 can only be processed by the Purchasing Department after submitting a requisition.

To purchase supply items with school generated funds in excess of \$500.00, the school must solicit three bids (3) completed on the Price Quote Summary sheet that you can obtain from Verna or Pam. See attached quote sample. These bid forms must be retained by the school (attached to check paying for item/s). This is for auditing purposes.

#### EQUIPMENT - SCHOOL MONIES

Purchase of equipment is under the same rules as supplies (stated above).

“Equipment - Any instrument, machine, apparatus, or set of articles which retains the original shape and appearance with use and is nonexpendable and costs more than \$200.00.”

Purchases made from any school funds must be authorized by the use of a school purchase order which may be obtained from the bookkeeper. The school will assume no responsibility for payment of purchases unless a purchase order is used. A teacher's signature or verbal commitment may not be substituted for a school purchase order.

#### DISTRICT SUPPLY BUDGETS

(1) Purchase of supplies same as above stated.

Each department has a district budget for supplies. Use of these funds should be determined in departmental meetings and should be requested through the department chairperson acting for that department. The department chairperson and the bookkeeper will be responsible to see that the allocated funds are not over spent.

Print attached form for:

Purchase Order

Reimbursement

## HUNTER HIGH SCHOOL

### SCHOOL GENERATED MONIES/DISTRICT MONIES

Today's Date: \_\_\_\_\_ Date Needed by: \_\_\_\_\_

Requested by \_\_\_\_\_ School Acct. \_\_\_\_\_ District Acct. \_\_\_\_\_

Reimbursement

Purchase Order

Other

	Warehouse Stock #	Quant.	Unit	Description (Outside warehouse: list catalog. # Model #, color, size, etc.)	Unit Price	Extended Cost
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
Vendor: _____						

**Purchasing Procedure: Please follow Memo No. 18 in the Teacher's Manual for purchase of supplies or equipment.**

**0-\$499 (Two phone quotes needed. Warehouse items should be used whenever possible. District bids & State Contracts should be used, if possible. One of your quotes, if equipment, should be GS District Purchasing Department - 268-8518)**

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. District Purchasing Dept. for help (268-8518)

**\$500 - \$4,999 (Same restrictions & requirements as listed above. Three written or faxed quotes by school.)**

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. 

Approved  Department Chairman's Signature	Approved:  Principal's Signature
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