

## REQUISITION AND PURCHASE ORDER PROCEDURES

1. Make sure each requisition has the correct ship to address, the correct department and contact person. You need to type the name of the person whom the items are to be delivered (Example: High School/Science Dept./Teacher/Sponsor) in the area for comments. ALL vendors must have a number from the Approved Purchasing Method Designation List.
2. If you are unable to complete your requisition, you must put it on hold (H) or incomplete (I) in the status field (10).
3. "Discounted Amount" (Field 16) does not subtract from the total. This field is memo information only.
4. When issuing a requisition for registration, travel expenses, etc., please include the following:

Name(s) of person(s) attending

Name of Conference, etc.

Date of conference, workshop, departure and return times, etc.

Where it is being held (City)

Number of days attending and is it the Host Hotel

<b>Make sure you allow sufficient time to obtain approval for travel (the Request for Absence Form) and allow at least ten days for the Business Office to issue checks.</b>
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5. Accuracy is a must!
6. Double check all information submitted through the requisition.
7. Vendor numbers must be correct. Payment is made using this information. Use SBCISD in vendor box only when making payment to the SBCISD General Operating Fund. Use the name and address of the person or company receiving payment.
8. Check all extensions and additions, including shipping and handling charges.
9. Use current prices - it makes a difference in the total paid. Contact Purchasing for any questions on bid quotes, pricing, or inventory items.
10. Account numbers must be correct. Example: Fees & Dues can not be paid from a General Supplies account or a consultant can not be paid from a travel account. If you do not have enough funds in the correct account, do a Transfer of Funds and send it to the Business Office prior to doing a requisition.

11. All Furniture (6395) and Equipment (6396, 6600's) should be requisitioned through the Purchasing Department.
12. **"After the Fact"** purchase orders will not be accepted by the Business Office. The requestor will attained full responsibility for the debt.
13. No **"Open Purchase Orders"** will be allowed.
14. Match all packing slips and/or delivery tickets to the yellow copy of the purchase order. If you want something for your records make copies and send the originals to the Business Office.  
**If not all items were received, then campus or department personnel must identify these items received so that the district can pay for them and identify the remaining items for cancellation as no back orders are allowed.**
15. If you receive original vendor invoices and/or refund checks in your mail forward them to the Business Office at once! All refund checks must be submitted to Jamie Roberts of the Business Office. Provide information as to the account number when the refund is going to be deposited.
16. Staple back-up to Purchase Orders. No reimbursement for travel will be paid without documentation. **SBCISD DOES NOT REIMBURSE SALES TAX!**
17. Review your file of yellow copies of purchase orders every week or two.
18. You will receive the yellow and pink copies of the Purchase Order. Please initial the yellow copy as soon as merchandise is received and return with back-up information attached. Payment will not be issued until all this information is returned.

The receipt of merchandise should be within 30 days of the purchase order date

## VENDOR REQUEST FORMS

Attached you will find the forms to use for requesting new vendors. Please make sure that the vendor is not on the master alphabetical vendor list.

**All vendors must submit a W-9 form to the district. The W-9 must be received by the Business Office before any requisition or contract is approved.**

As soon as the Business Office receives all appropriate forms, the vendor will be given a vendor number and entered into the computer. You may fax the forms to 361-6166.

If you have any questions, please feel free to give us a call.

The accounts payable clerks will be handling vendors as follows:

**A, R-Z, Sam's, Student Activity- - - - - Berta Esparza (361-6172)**

**B & I-Q, Region One, School Specialty - - - - Leti De La Fuente (361-6173)**

**C - H, Wal-Mart & Exxon/Texaco, HEB - - - - Clara Escobedo (361-6174)**

## IMPORTANT INFORMATION

1. We will continue to use the Transfer of Funds request forms. Since the system will not handle overdrafts, the request for transfer must precede the requisition for purchase by (3) three days for transfers less than \$5,000.00 and five (5) days for transfers more than \$5,000.00. All transfer of funds forms ***must be typed*** and signed by the appropriate personnel before submitting to the Business Office. All transfers over \$5,000 ***must have a justification memo*** attached. Transfers ***must*** come through the Business Office (Jamie Roberts) ***before*** the Superintendent reviews them.
2. Passwords for processing requisitions have been set-up for principals, supervisors, and secretaries. Do not share your password with co-workers. Review the attached hierarchy ladder for requisition approval.
3. Personnel changing duties or being replaced must contact the Business Office (Jovita Ybarra) with a memo. The principal/supervisor must approve the new EdPro user set-up.

## TIME CLOCK PROCEDURES

It is the responsibility of the employee to clock in/out at the time assigned by the principal/supervisor everyday. Employee shall not be allowed to clock in before the designated time with out authorization.

Lunch schedule must be followed as set-up by principal/supervisor. Principal/supervisor are the only ones to authorize any exceptions.

All overtime or additional time needs to be approved by principal/supervisor prior to performing the work.

Employees will not be allowed to leave early on any such day without the principal/supervisors permission.

Employees should be able to complete the assigned work/task within the scheduled number of hours per week.

Sick leave needs to be used in quarter day increments.

Employees working for different programs must clock in/out at the end/start of the corresponding duties for each program.

All time clock adjustments must be processed and approved immediately. The elapse time of adjustment should be less than 24-hours from the time the error occurred.

**Example:** you forgot to clock in at 7:30 and you notice your error at 12:00 p.m. You have 24-hours from 7:30 to correct the error.