



Purchasing Procedures for Activity Funds **Peru Elementary School District 124**

Prior administrative approval must be obtained on the appropriate documentation prior to the expenditure of any activity funds.

1. Until further notice, all Activity Account purchases will not be placed through SDS Web Office.
2. The requestor will complete a Purchase Requisition for Activity Funds form found on the district website under Staff Resources and Purchase Requests. A completed electronic or printed copy will be given to the building secretary.
3. After all information has been entered, the Purchase Requisition should be printed. It then needs signature approval from the building principal and then the superintendent.
4. This form will serve as the Purchase Order to submit to vendors requiring a physical copy. The district office administrative assistant will submit all Purchase Orders to vendors who accept Purchase Order payment.
5. All credit card purchases will be placed by the building secretary after administrative approval. The receipt will then need to be scanned and emailed to the district secretary to attach to the approved Requisition. The building secretary should maintain a copy of the Requisition with the original receipt for their records.