



## Purchasing Procedures for District Funds Peru Elementary School District 124

*Prior administrative signatures must be obtained on the appropriate requisition form prior to the expenditure of any district funds. Please order from approved District vendors.*

1. The requestor will complete a Purchase Requisition for District 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.
2. The building secretary will enter information from the Purchase Requisition in SDS Web Office for approval by the building principal and then the superintendent.
3. After administrative approval, account codes will be reviewed and verified by the district bookkeeper.
4. Purchase Orders will be created and printed, and all vendor orders accepting Purchase Order payment will be placed by the district office administrative assistant.

### Exceptions

- Amazon and School Specialty orders will continue to be placed online by principal or secretary once administrative approval is complete.
  - Beck's, Debo Hardware, Dollar Tree, Menards, Springfield Electric, HyVee, Staples, WalMart, and Building Credit Card purchases will be placed by the building secretary **after** Requisition approval has been received. Once the purchase is complete, the building secretary will attach the receipt to a printed copy of the Purchase Requisition form and send it to the district office. The bookkeeper will enter any changes and authorize final approval. The Purchase Order will then be created and printed.
5. After this process is complete, all Purchase Orders will be scanned and emailed to the building secretary for their file.
  6. Once merchandise is received, it will be recorded in SDS by the building secretary.