

## Fruitvale ISD Purchasing Procedure

All purchases, charges and commitments to buy goods or services require an official purchase order. Employees will assume responsibility for payment of purchases made without authorization.

Purchase orders will be requested by entering a requisition in the TxEIS system. After the requisition is approved by the appropriate personnel (ie. Athletic Coordinator, Principal, Superintendent) a purchase order will be created.

If no special instructions are included on the requisition, the business office will place the order when the purchase order is created.

When entering a requisition, be sure to include any special instructions in the comment field. Examples of special instructions:

*Email me the PO# when approved, I will order.*

*Please include discount code #wwwwee with order so we will receive discount.*

*Check must be mailed with this order.*

*Order form must be included with order. I will send it over in interoffice mail.*

*I will take check with me. I need it by 05/01/12*

If you are ordering general supplies from Walmart and are not sure of the exact cost, please estimate the price as closely as possible. These supplies will be picked up once per week (usually on Wednesday), so you must order them in advance of the date needed. Be sure to include the date needed in the comment field.

Checks must be requested a minimum of 5 days prior to date needed.

Purchasing supplies or equipment for personal use in the district's name or through any of the district's account is a violation of the law.

**Requisition = Request**

**Purchase Order = Permission**

**Listed below is a portion of Fruitvale ISD Policy CH (Local). Please read the policy, sign and return this form to the administration office.**

RESPONSIBILITY FOR DEBTS

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

PURCHASE COMMITMENTS

All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.

PERSONAL PURCHASES

District employees shall not be permitted to purchase supplies or equipment for personal use through the District's business office.

I have read and will abide by Fruitvale ISD's purchasing policy and procedure.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date