

Basic Purchase Request Procedure for Marysville Public Schools District

This purchasing procedure is the same for all purchases over \$30.00 from any account held by the District. Internal account purchases require one additional step as outlined below.

If you have any questions, please seek additional assistance from office staff. For your own personal protection, do not place orders on behalf of the District without a purchase order.

Small purchases under \$30.00 can be paid through petty cash or be reimbursed after the purchase. Please ask office personnel for guidance.

District purchasing procedure must be followed at all times and will be enforced.

1. Gather information on what needs to be purchased. Do not place the order.
2. Fill out a requisition form and turn it in to your supervisor. Make sure all information needed to place the order is included with the requisition. (sample form follows)
3. The approved requisition will be sent to central office for processing. Central office will place the order.
4. Once you receive your order, please check your order for accuracy. Initial and date the packing slip and turn it in to the office. Let office staff know about any discrepancies in your order or any backordered items. For internal account purchases, please see notes below.

Notes for Internal accounts:

If you are an advisor for an internal account, there is an additional form that needs to be filled out once the purchase is received. This form is called an "order to pay" and needs to be submitted upon completion of your order. Fill out an order to pay form, attach the invoice and packing slip, and give the packet to your supervisor. (sample form follows)

Internal accounts must not be used for purchases for adults. Per Board policy, funds on deposit in internal accounts must be used for students only.