

## Basic Purchase Request Procedures for Marysville Public Schools District

This purchase 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 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 can be reimbursed after the purchase. Remember, Marysville Public Schools is tax exempt. You can obtain a tax-exempt form through the Central Office prior to your purchase. If you do not make such a request, any taxes that are listed on the receipt that you turn in, will not be reimbursed. For additional guidance, please see office staff.*

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

1. Gather information on what needs to be purchased (Do not place order).
2. Fill out a requisition form (attached) and turn it in to your supervisor. Make sure all information needed to place the order is included with the requisition. A screen shot of the item can be helpful for more complex orders.
3. The approved requisition will be sent to Central Office for processing. Central Office will place the order.
4. Once you receive the order, please check your order for accuracy. Initial and date the packaging slip and turn it in to the office. Let the office know of any discrepancies in your order and/or of any backordered items. *For internal account purchases, please see below.*

### Internal Account Purchases

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

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