

On Line Purchasing Procedure

For purchasing on the internet when a credit card is required.

FOR DISTRICT CREDIT CARD - preferred method

While on the website, choose your items and proceed to checkout, print the sales invoice - **do not place the order**. Attach this printout to your building Charge Card Request Form. Assign the correct short account number for the items and have your supervisor sign their approval. Send your request to be processed at the Central Office.

FOR PERSONAL CREDIT CARD-remember without approval this will not be reimbursed.

While on the website, choose your items and proceed to checkout, place the order using your personal credit card. Print the sales **invoice** showing the quantity and total price, attach this printout to your building Reimbursement Request Form along with the required reimbursement documentation. Assign the correct short account number for the items and have your supervisor sign their approval. Your reimbursement request will be processed for payment approval at the following Board meeting. Remember, as with purchase order payments, the request **MUST** be received at the Central Office by the 25th of the preceding month.

We do have School Specialty, Office Depot and Staples currently setup to order through an online process. While on their website, add your items to the cart, when done with your selection view and print the cart - **DO NOT** place the order. Take this printout to your building head secretary where they will enter the request for the approval process.

Petty Cash Purchases

Petty Cash is an emergency fund.

Petty Cash should not be used for any expenses that have/should have a purchase order, ie:

- staff reimbursement
- postal expenditures
- local vendors
- vendors we have charge cards for staff checkout
- any vendor that accepts purchase orders

Current Charge Cards 2.5.08

Available for staff check out by using the Card Request Form through your building head secretary:

Borders
Dillons
Durkins Hardware
Hobby Lobby
Kinkos
Office Depot - also available online
Office Max
Orscheln
Wal-Mart
Westlake Hardware