

BLACK HAWK AREA SPECIAL EDUCATION DISTRICT SUPPLY/EQUIPMENT PURCHASING PROCEDURE

In order to streamline the purchasing of items by Administration, Teachers and Staff of BHASED, the following procedure for purchasing supplies and equipment has been established. Please note that failure to follow these procedures may result in the denial of a purchase or denial for reimbursement of a purchase already made.

1. A supply / equipment requisition must be completed and approved prior to any purchase.
 - a. The requisition must include the vendor name, address, and fax number.
 - b. The requisition must include item numbers and prices for each item.
 - c. Shipping and handling costs, if applicable, must be added to the requisition.
 - d. The requisition must be signed by the Principal OR Department Head before being sent to Business Manager or Director.
2. Once the requisition is received and approved by the Business Manager or Director, the Bookkeeper will generate a purchase order.
 - a. A copy of said purchase order will be forwarded to the building secretary.
 - b. Once all the items have been received, the building secretary or designee will sign off on the purchase order. The building secretary or designee shall attach a copy of the invoice or packing slip to the purchase order and send both forms back to the bookkeeper for payment processing immediately upon receipt of all items.
3. Any ordering from on-line vendors will be handled by the business office and MUST follow the same procedure as stated above.
4. Reimbursement to employees for the purchase of supplies/equipment must be approved by the Business Manager or Director prior to the purchase being made and MUST follow the same procedure as stated above.