

## **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 have information/detail attached or a shared Amazon cart.
  - e. The requisition must be signed by the Principal OR Department Head before being sent to Business Office or Director.
2. Once the requisition is received and approved by the Business Office or Director, the Bookkeeper will generate a purchase order. Orders are placed on Fridays every week; please expect 2 weeks for items to be received.
  - a. The items will be delivered to BHASED, The Center, or Phoenix depending on where you are located.
  - b. Please make arrangements with building secretaries to pick up items.
3. Any ordering from online 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.