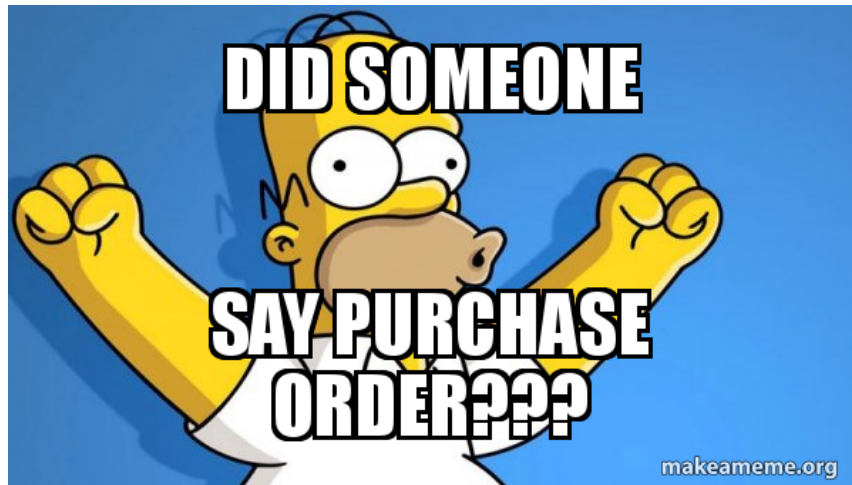


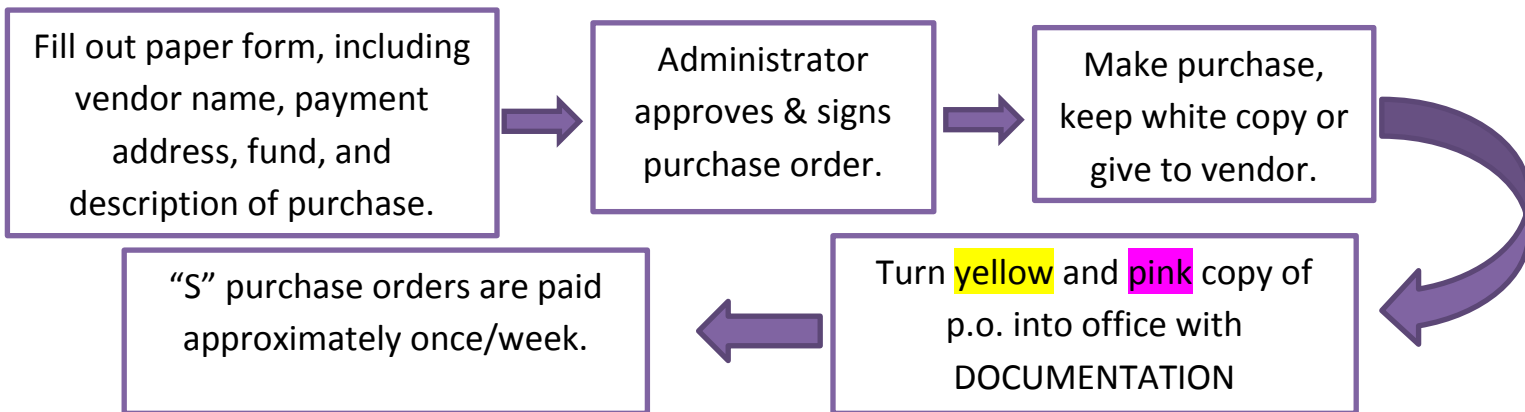
# PURCHASING

ALL PURCHASES REQUIRE PRIOR APPROVAL BY AN ADMINISTRATOR!

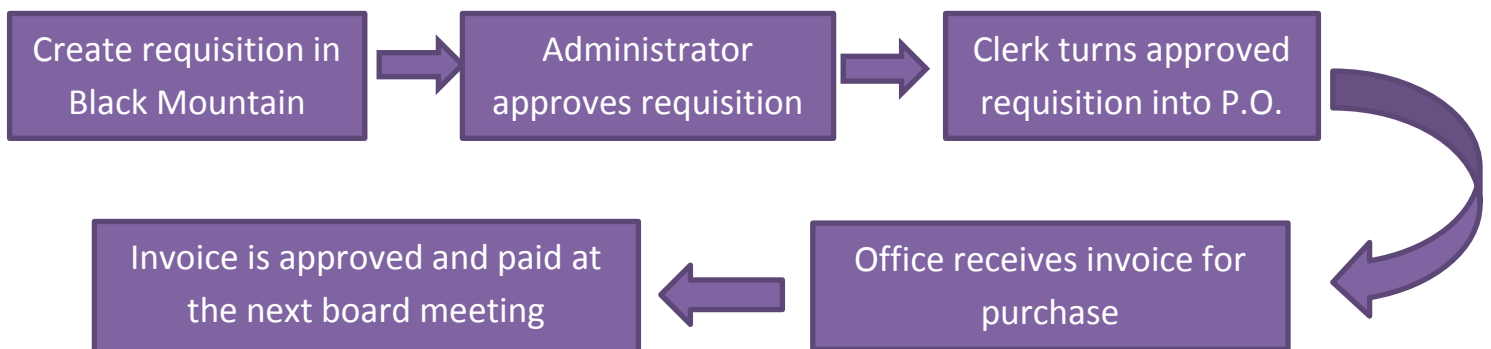


TWO TYPES OF PURCHASE ORDERS:

- “S” PURCHASE ORDERS=STUDENT ACTIVITY FUNDS=PAPER FORM



- “D” PURCHASE ORDERS=DISTRICT MONEY=ELECTRONIC REQUISITION IN BLACK MOUNTAIN SOFTWARE



- Board meetings are held the 2<sup>nd</sup> Tuesday of the month. Checks are mailed the following Wednesday.
- Invoices/receipts/purchase orders must be turned into the office NO LATER than the Thursday before the board meeting.

## CREDIT CARDS

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ALL PURCHASES REQUIRE PRIOR APPROVAL BY AN ADMINISTRATOR!

- YOU STILL NEED A PURCHASE ORDER.



- **DO NOT USE YOUR PERSONAL AMAZON ACCOUNT.** Please send a link to the item you would like to Emily or Lois and they will order it through the school's Amazon account.
- The end of the credit card billing cycle is the 5<sup>th</sup> of the month. PLEASE turn in your receipts.

## POLICY

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Policy #7335-Personal Reimbursements  
Policy #7336-Travel Allowance and Expenses  
Policy #7400-Credit Card Use