

PURCHASING PROCEDURES CLAYMONT CITY SCHOOL DISTRICT

****A requisition must be filled out and a yellow copy of a purchase order must be received before any purchases can be made. You will be held personally responsible for any orders placed or items purchased for reimbursement, before you receive approval, via the yellow purchase order. ****

Step One: Requisition

1. Go to the Claymont website under the “Forms” tab and access the “Requisition” form.
2. Fill out the requisition form. If you are requesting reimbursement for anything (mileage, something purchased, etc.) put your name as the “Vendor”.
3. Print the form out and obtain the necessary signatures.
4. Send the completed, signed form to Central Office.
5. Do not send a requisition with receipts already attached as these will not be reimbursed.
6. Plan ahead. You should allow 10 days from the time you prepare the requisition until you receive the purchase order as approval.

****If you receive regular mileage reimbursement throughout the year, or have a blanket for regular purchases made throughout the year from specific vendors (Makos, etc.) you must submit a requisition at the beginning of the school year.****

Step Two: Purchase Order

1. A yellow copy of the purchase order will be returned to you after your requisition is processed. Please review this copy and make sure that the information is correct. This is your approval to make the purchase or contract for services.
2. If you choose to place the order yourself, as indicated on the requisition, go ahead and do so once you have received your yellow purchase order.
3. When you receive your order make sure everything is accounted for, sign and date the yellow purchase order, and return it to Central Office as approval to pay the vendor. If some of your items are on back order and will be arriving within a couple weeks, wait until you have received everything to send back the purchase order. We cannot pay a vendor without approval from you.
4. If you are being reimbursed for a purchase, please remember that we **do not** reimburse tax.

Mileage reimbursement for meetings/professional development:

1. Access the “Professional Meeting Request” form on the Claymont website.
2. Fill out the top half, “Estimate Expenses Below” with your best guess of what your expenses will be. This form must be completed and approved by the Superintendent before you attend
3. Print out your form and have the building principal approve it.
4. Submit the form to Central Office.
5. If approved, the form will be returned to you. After your meeting, complete the bottom of the form with your actual mileage and expenses and make sure you sign the bottom portion.
6. Attach meal, registration, and parking receipts if applicable. Make sure that the receipts detail the actual items purchased. **Non- itemized credit card receipts will not be accepted.**
7. Submit to Central Office.

****If you need the District to pay for the cost of the training, please complete a requisition with the vendor information and attach it to the Professional Meeting Request form when it is sent to the Superintendent for approval. You will then follow the same process regarding purchases orders as noted on the previous page.****