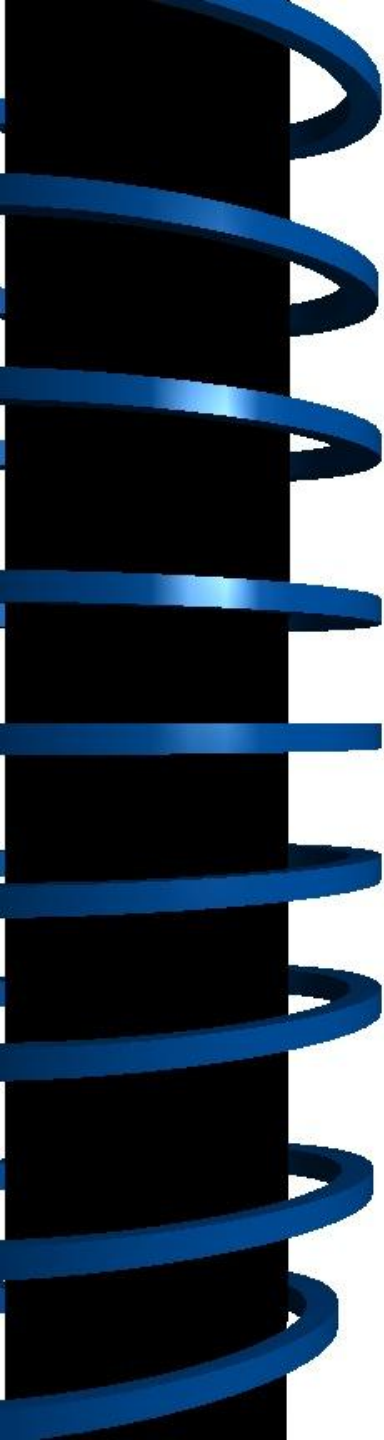




# **Finance Meeting**

**Purchase Order Procedures**  
**February 25, 2010**

# Information Distribution

- Inform your staff about all Business Office procedures.....travel, requisitions, student activity....

Business Office



Finance at each  
Department/Campus



Teachers, Paraprofessionals,  
Custodians, Maintenance  
and everyone else.....

# Local Policy CH

- Persons making unauthorized purchases shall assume full responsibility for all such debts.

Which means, **“If you order anything without a District purchase order, that order is your personal order and it is your responsibility to pay for it.”**

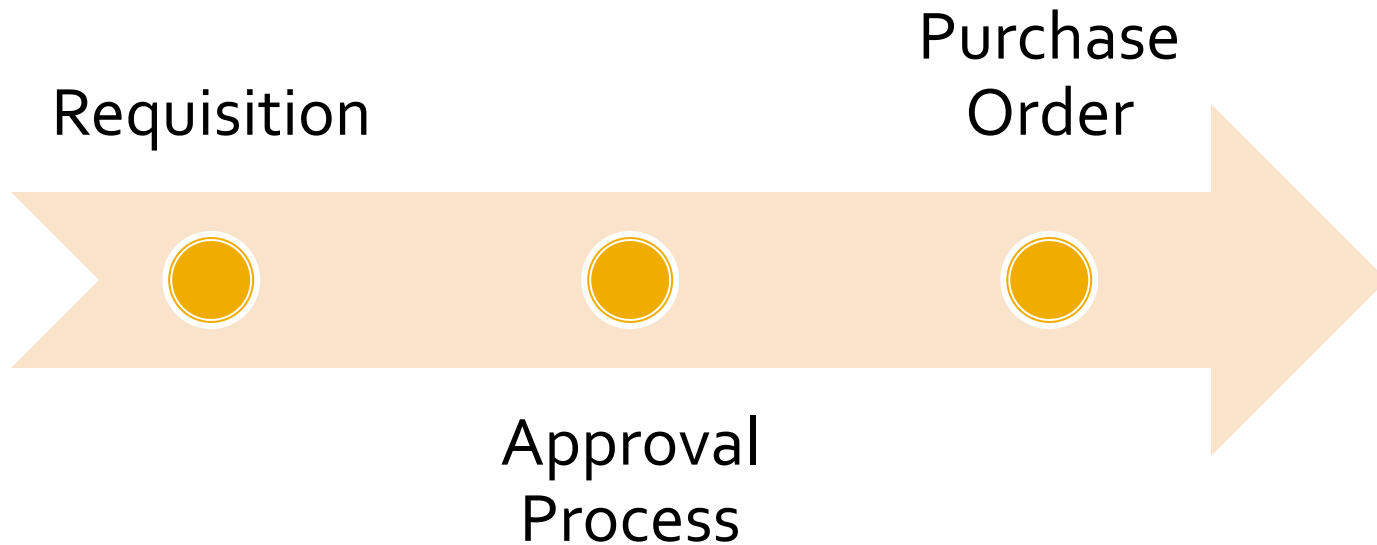
# After the fact purchase orders....

Examples:

- Ordering Office/Instructional Supplies before the purchase order is approved.
- Contracting speakers for students before the purchase order is approved.
- Brining in a Staff Development trainer before the purchase order is approved.
- Attending a UIL meet without a purchase order for the dues.
- Ordering books without a purchase order.
- Ordering food for a meeting without a purchase order.
- **Basically, entering an invoice as a requisition consists of an after the fact purchase order.....**

# The Purchase Order Process

Requisitions must be entered **2 weeks** in advance

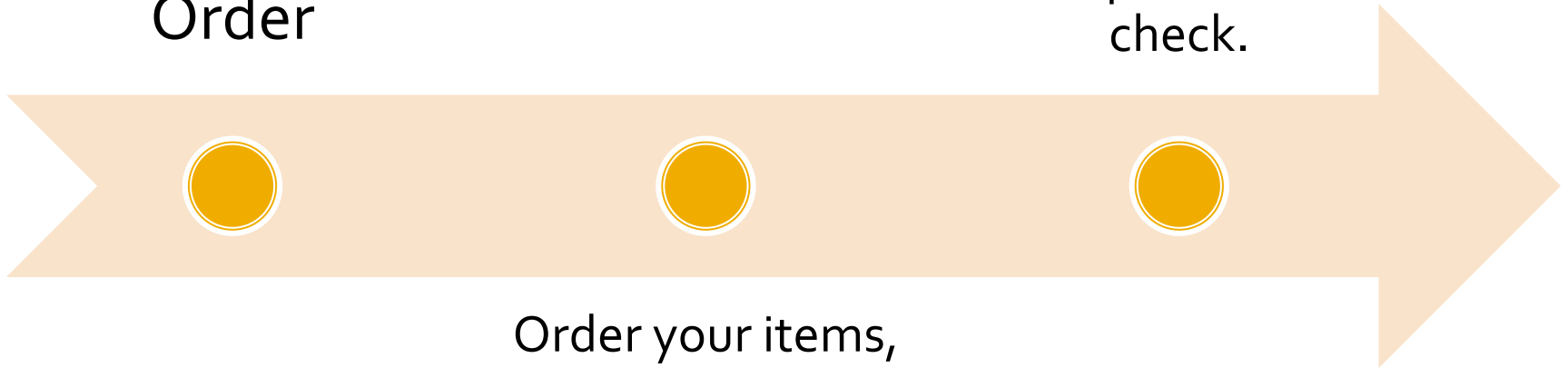


# The Purchase Order Process

Purchase  
Order

Submit proper  
paperwork to the  
Business Office  
to process a  
check.

Order your items,  
Call your  
speakers, register  
for training...



# Reimbursements

## MILEAGE

- Mileage must be calculated through an electronic mapping source.  
"www.mapquest.com"
- District rate is .405
- Mileage is reimbursed only to one employee for day and overnight trips.

## MEALS

- Meals can only be reimbursed for day and overnight trips, as long as the time restrictions are met according to the Administrative Travel Procedures Manual located on the Districts webpage.
- Meal receipts must be detailed.
- Meals reimbursed for day trips will be added to employees W-2 at the end of the year.

# Deliveries

All deliveries must come to the Business Office before going to the corresponding campus/department.

- All deliveries are checked for a purchase order number.
- If there is no purchase order number on the delivered items, they will be held at the Business Office until further investigation of who the boxes belong to.
- Make sure to request from your vendors that the purchase order number be placed outside of the delivered merchandise so that you may receive your order as quickly as possible.

# Check Processing

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## **Checks will be processed once a week on Thursdays.**

- ❖ All purchase orders with original invoices submitted by Wednesday 10:00 a.m., with all required information attached, will be processed Thursday morning.

# Reminders

- Student Activity Spot checks will be unannounced by the Business Office.
- Checklist will be used to verify all items are being taken care of on a daily basis
- Meeting on Bank Reconciliations
- Viewing budgets through the web.
- Requisition/Purchase Orders trainings are on the website.
- [www.raymondvilleisd.org](http://www.raymondvilleisd.org)