

## **Manhattan-Ogden USD 383**

### **Local and Online Purchasing Processes**

When purchasing from the following local and online vendors, please use the following guidance. Contact the Budget & Grant Specialist in Business Operations if you have questions or need support.

#### **Staples**

1. Utilize Staples Advantage rather than make purchases at the local Staples store. If you do not have login information, contact the Budget & Grant Specialist. Access is limited to office professionals and administrators.
2. This process requires an RPO/PO number and follows an approval process through Business Operations. Tax exemption is automatically applied.
3. If Staples Advantage doesn't have what you need and you need to purchase at the local store, Staples will only allow employees with a district-issued purchasing card to make tax exempt purchases.
4. Employees will not be reimbursed for sales tax on pre-approved purchases that did not utilize Staples Advantage or a district-issued purchasing card.

#### **Wal-Mart**

1. Wal-Mart has a tax-exempt card that must be used with a district-issued purchasing card. Wal-Mart cards are issued by Business Operations.
2. Employees will not be reimbursed for sales tax on pre-approved purchases that did not utilize the Wal-Mart tax exempt card and a district-issued purchasing card.

#### **Amazon**

1. Only the district account should be used for purchases from Amazon. Every building/program should have at least one person with access to our account. Individuals, buildings, and/or programs should not have separate accounts.
2. Tax exempt status and free shipping (on most purchases) are included in our account.
3. Purchasing process:
  - a. Identify items.
  - b. Enter a requisition (RPO) in the district accounting system (Alio/Skyward).
  - c. Enter the RPO number when submitting an order to Amazon.
4. Employees will not be reimbursed for sales tax or shipping on pre-approved purchases that did not utilize the district Amazon account.

#### **Dillon's and Hy-Vee**

1. The district has accounts at both stores, which include our tax-exempt status.
2. Purchases must be made with store-specific charge cards, which are issued by Business Operations. Neither store accepts purchase orders (POs).
3. District-issued purchasing card holders may be able to use tax-exempt status if you ask. Be aware that cashiers may not be familiar with tax exempt procedures. We highly recommend utilizing store-specific charge cards.
4. Employees will not be reimbursed for sales tax on pre-approved purchases that did not utilize the store-specific charge card.