

## PURCHASING TIPS & REMINDERS FY20

**REQUISITIONS** – Make sure you have a purchase order in place before you buy anything, travel or receive any services. Do not submit a requisition asking for reimbursement for something you've already bought or done – this is called confirming and is illegal. **Get the PO in place first.** Requisitions entered through Tuesday of each week will be included in the Purchase Order run which happens on Wednesdays provided all information (coding, dates, detail) is correct. Please confirm that your requisitions are accurate (spelling, coding, amounts, descriptions) before submitting to avoid delays.

**MODIFYING POs** – POs that have already been paid on, partial paid, will only be modified up to 50% of the original PO and only one time. Brand new POs that have never been paid on can be modified by any amount. Even if the PO was created some time ago, but the event has not occurred yet and no payment has been made, we can modify it, as long as it is not confirming, that you are not looking for an increase because the invoice has already come and you don't have enough on your PO to cover it. If a PO has already been completely paid, we cannot modify it and you will have to create a new PO. We have to plan better. The whole purpose of this is to keep things clear with the auditors that we are following the rules.

**DETAILED RECEIPTS REQUIRED** – No alcohol purchases allowed. Itemized food receipts must be requested and are required for reimbursement and credit card payments.

**TAX EXEMPT** – The District does not reimburse for tax paid on purchases. We are tax exempt so be sure to give vendors our tax exempt number or obtain a tax exempt certificate from the Finance Department.

**MILEAGE** – The new mileage rate is .58 for 2019 (for staff in Local 795, mileage rate remains .545 until July 2019 per contract). Forms will be updated on the website.

**SERVICE CONTRACTS** – Are available as a fillable form on the website. Must be used for any **INDIVIDUAL** (not company) performing professional services. Acceptable forms must be complete, detailed, signed and approved.

**W-9s** – Required annually to keep our vendor system up to date. Any time you are requesting a new vendor, you must request a W-9 before we can set them up. Please obtain vendor phone number, fax number and email address in addition to the W9.

**GIFT CARD PURCHASES** – Not allowed, it's like giving cash.

**STUDENT ACTIVITY & PRINCIPAL SUPPORT FUNDS (018, 200, 300)** - All student activity and principal support funds must have a purpose statement in place prior to requisitions being entered.

BLANKET POs - Blanket POs must have the current school year or other time frame within the current school year listed.

APPAREL – Not permitted from the general fund. Can be purchased from fund 018 as a reward for the entire school population as long as it is included in the purpose statements.

CATERED FOOD – If from the general fund (001), must use CH-UH food service department (AVI). Even if from 018 or another fund, it can be purchased from other vendors, but we should still be mindful of how we're spending these funds. Remember, we are using public dollars.

CREDIT CARDS - Finance Department, Educational Services Department, Superintendent's Office: Credit card purchases must comply with the District policy. Request form available on the website must be completed and approved prior to any purchases being made. PO and Request Form must be in place before purchase is made.

AMAZON - Please make sure your purchase order for Amazon purchases is made out to PNC Visa as the vendor. Do not place orders that will schedule to arrive when your building may be closed, e.g. holidays, spring break, summer break. Please do not rely on custodians to be available to receive deliveries or check for packages. The Amazon Business system now defaults to shipping charges for 2-day shipping. Please select 3-5 business days for shipping which is FREE.

MULTI-VENDORS - Multi-vendor POs should only be used when the specific vendor is not known. Multi-vendors are not intended to be a catch-all purchase order. (Do not encumber money in order to spend up all of your budgeted dollars; if it is not needed, do not try to spend it - be responsible with public funds!) If it is necessary to use a multi-vendor PO, please include as much description as possible to define the specific purpose and purchases to be made.

SHIPPING - Be sure to include coding and dollars for shipping on requisitions when applicable to avoid having to create a change order after the fact.

INVOICES - A/P must have an "OK to Pay" approval signature and an actual invoice to pay. No approval signature and no invoice will result in no payment. Vendors can mail/email invoice to [accountspayable@chuh.org](mailto:accountspayable@chuh.org).