

South Amboy Public Schools
General Organization/Athletic Funds

PURCHASING

POLICY:

1. Checks shall not be made payable to "CASH".
2. Change fund checks shall be made payable to the responsible person. Change fund checks do not require a Purchase Order. Payment can be requested by completing a Check Request.
3. Contracted payments do not require a Purchase Order. Payment can be requested by completing a Check Request. (All contracts must be signed by the Business Administrator/Board of Education Secretary)
4. Employees purchasing items for the school cannot be reimbursed for sales tax. A copy of the Tax Exemption Certificate is to be sent to any vendor requesting one.
5. Personal reimbursements will not be honored without prior approval from Business Administrator/Board of Education Secretary.
6. A Form W-9 must be on file for any Vendor we use within a calendar year. (Check with Custodian General Organization/Athletic Funds as to whether one is already on file)

PROCEDURES:

1. To initiate a purchase, a Purchase Order form shall be prepared and approved by the Principal/Athletic Director before the payment is obligated. The Purchase Order is filed with the Custodian General Organization/Athletic Funds and is classified as an encumbrance until the merchandise is received.
2. Shipping tickets or packing slips for merchandise ordered shall be compared to the purchase order, initialed and dated by the receiver and returned to Custodian General Organization/Athletic Funds. The employee requesting the purchase shall also retain a copy of the purchase order.
3. Vendor is to deliver or mail invoice to the school. Before being processed, each disbursement shall be documented by a completed purchase order and an original vendor invoice.
4. The Custodian General Organization/Athletic Funds shall match up the purchase order, shipping document (if applicable), and vendor invoice and verify that all items ordered have been received, services have been satisfactorily performed, all amounts agree, and that all necessary approvals and signatures have been obtained. Any problems or discrepancies shall be resolved prior to payment.
5. The Custodian General Organization/Athletic Funds shall post the disbursement to the appropriate General Organization and/ or Athletic Fund accounts.