
PURCHASING REQUISITION PROCESS (PUR-P001)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This outlines the process to follow when a District employee needs to request a purchase.

The online version of this procedure is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Principal/Administrator, Secretary/designated data entry person, Director of Accounting, Assistant Accountant of Accounts Payable

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Accounting, Chief Financial Officer

4.0 DEFINITIONS:

- 4.1 WISE – Washington Information Systems for Education

5.0 PROCEDURE:

- 5.1 All District employees should follow this procedure, in addition to any specific departmental requirements, when a purchase needs to be made.

- 5.1.1 District employees that have budget management authority may approve purchases prior to completing the requisition process; the requisition process needs to be completed before the vendor is paid.

- 5.2 The person requesting the purchase must complete a PUR-F001 Purchase Order Requisition form or a PUR-F005 Excel purchase order requisition form with all the necessary information and forward it to the Principal/Administrator for review and approval. If applicable, the following information should be included on a requisition form:

- 5.2.1 Vendor info

- 5.2.2 Quantity

- 5.2.3 Unit of measure

- 5.2.4 Catalog number

- 5.2.5 Detailed item description of what is to be purchased which may include service to be provided, item color, size, dates, special instructions, confirmation numbers, persons involved, etc.

- 5.2.6 Unit price

- 5.2.7 Total cost

- 5.3 The principal/administrator will then review the requisition for approval to ensure that the purchase requested is appropriate and the proper funds are available. Purchase is restricted until all steps in PUR-P002 are satisfied and the final signed and approved purchase order is received from the Assistant Accountant (per 5.10.3 in PUR-P002).

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- 5.3.1 If the requisition is not approved, it should be returned to the requestor for revision or cancellation.
- 5.4 If the requisition is approved for purchase, the principal/administrator shall then sign the requisition and forward it to the Building Secretary or designated data entry person.
- 5.5 The Building Secretary/designated data entry person shall enter the requisition information into the WISE Fiscal/Purchasing System for retrieval and final approval by the Purchasing Department (see Procedure PUR-P002).
- 5.6 The Building Secretary/designated data entry person will then take the following steps:
 - 5.6.1 Record the purchase order number on the requisition and file a copy in their office area.
 - 5.6.2 If back-up information is required (such as registration forms, etc.), then the purchase order number is to be recorded on the back-up information, and three copies are to be made and forwarded to the Purchasing Department.
- 5.7 The request is processed by the Purchasing Department. The Assistant Accountant returns the final approved signed purchase order to the requestor's location.
- 5.8 The initiator of the purchase request is notified by the secretary/designated person and proceeds with the local purchase only if the original white P.O. copy is received from the district office with the pink copy.
 - 5.8.1 If the white P.O. copy does not accompany the pink P.O. copy, the purchase has been initiated by the Assistant Accountant (per PUR-P002, 5.10.1).

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Purchase Order Requisition Form PUR-F001
- 6.2 Purchase Order Approval and Distribution Process PUR-P002

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Requisition Form PUR-F001 or PUR-F005	Each dept. files	Six years	Discard as desired	In WISE system

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
12-June-01	A	Original Release
16-Dec-02	B	Updated job title in 2.0 and 3.0; added reference to PUR-F001 in 5.2
08-Jan-04	C	Expanded 2.0; updated job title in 3.0; clarified authority for final approval and revised document to reflect current practice by adding 5.7 and 5.8
13-Jan-04	D	Added Chief Financial Officer to 3.0

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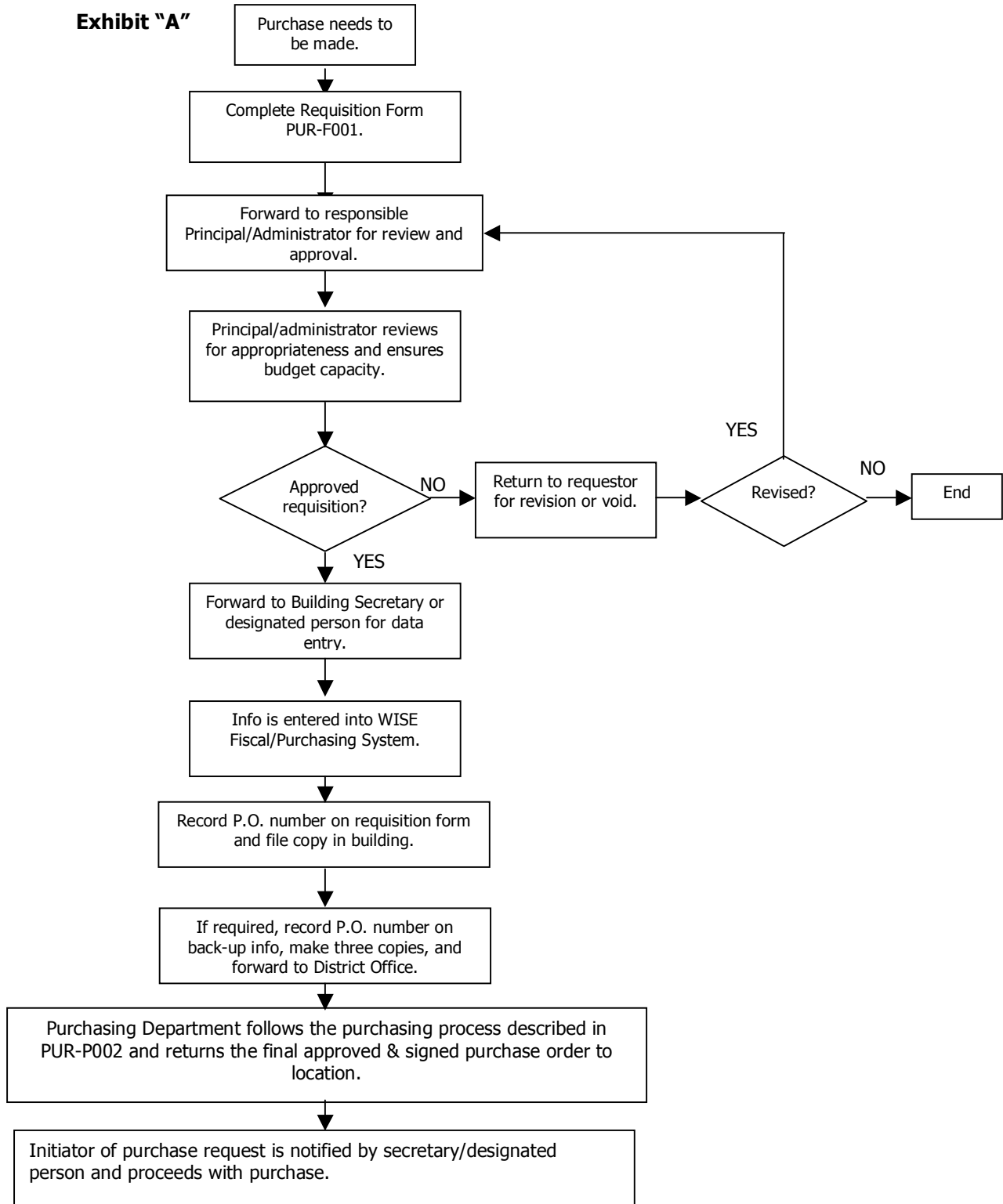
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15-Dec-04	E	Added 5.1.1; added electronic option to 5.2; added PUR-F005 to Record Retention Table
25-Aug-05	F	Added missing words to 5.1.1.
12-Dec-05	G	Added qualifying statement to end of 5.2

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Exhibit "A"



**** End of procedure ****