

PROCEDURE -PURCHASE REQUISITION (F.PR.01)

This form should be used by GCC employees to request (in advance) the purchase of supplies, materials, equipment and services from a vendor. Once approved by GCC Administration and school officials, this form will be used to generate a purchase order.

To complete purchase requisitions go to:

<http://www.gcccharters.org/staff/purchaseRequisition.pdf>.

- 1) Complete purchase requisition and attach any additional paperwork; quotes, product descriptions, etc to the completed. (Be sure to provide as much information as possible to ensure timely processing.)
- 2) Submit purchase requisition to the site manager/supervisor and/or principal for approval.
 - a. If approved; the supervisor/principal will sign the requisition and submit to GCC CBO or Superintendent/CEO and keep a copy at the site.
 - b. If denied; the supervisor/principal will return to employee with explanation.
- 3) The CBO or Superintendent/CEO will review requisition for proper budget coding, government policy and budget availability.
 - a. If approved; submit to Accounting Coordinator for Purchase Order processing
 1. For restricted/categorical programs only: Submit to Categorical Program Director for approval.
 2. **For purchases over \$15,000** or core curriculum, submit to Superintendent/CEO for approval.
 - b. If denied, CBO return to supervisor/principal with explanation.
- 4) A Purchase Order (PO) will be generated by Purchasing.
 - a. Original PO will be faxed to vendor. (If PO does not contain a fax number, PO will be mailed which will delay processing 3-5 business days)
 - b. Clerk will scan and email business contact a copy of PO.
- 5) Principal or designee is responsible for tracking progress of PO.
- 6) Principal or designee is responsible for assuring delivery and receipt of goods.

Deliver items directly to a school site

- 1) Staff member at the site responsible for receiving ordered items will verify: (Be sure to check next to each item on the PO and packing slip.)
 - a. Quantity
 - b. Description and good order of items
 - c. Verify purchase order

- 2) Site personnel should inspect all items within 24 hours of receipt.
 - a. Any problems, including damage, defective or missing materials should be reported to Purchasing immediately.

- 3) Upon completing of verification:
 - a. The receiving copy attached with the PO will be forward to accounting.
 - b. Any partial or back ordered items should be noted on the PO or packing slip. If items are to be cancelled be sure to email Purchasing immediately.

- 4) Site personnel **MAY NOT** contact vendor unless specifically indicated on PO.
 - a. All vendor contact regarding payments should be directed to the accounts payable department.