

PURCHASING QUICK REFERENCE GUIDELINES

All purchases over \$1,000 require a PO.

Miscellaneous Vouchers: Purchases of \$1,000 or less may utilize a miscellaneous voucher authorized by the Administrator in emergency situations where a purchasing card is not accepted.

Purchases \$1,000 or less single item or aggregate: Shop for the best price and originate a requisition in Alio. Once approved, submit your PO to the vendor.

Purchases \$1,001 to \$5,000 or less single item or aggregate: Two telephone quotations are required. Originate a requisition in Alio. Once approved, submit your PO to the vendor. Retain quote sheet and a copy of the PO at your work location for audit purposes.

Purchases over \$5,001 and up to \$49,999 single item or aggregate: Two written quotations are required. Originate a requisition in Alio and submit the two written quotes to the Purchasing Office. Once approved, submit your PO to the vendor. Purchasing will retain the bid documents for audit purposes.

Purchases over \$50,000 single item or aggregate: Requires a formal bid process. Contact the Purchasing Office.

Contracts/Maintenance Agreements: Any 1 year contract or maintenance agreement must be signed by the Business Administrator. Any contract lasting longer than 1 year must be approved by the Board of Education.

Repairs to Equipment over \$1,000: Refer to the procedures above and follow the process per dollar threshold.

Subscriptions over \$1,000: Refer to the procedures above and follow the process per dollar threshold.

Book Fairs and other Fund Raisers: If sales are expected to be \$1,000 or more, a PO must be generated. Base the PO total on anticipated sales, aiming high. Example: If you anticipate \$5,000 in sales, generate a PO for \$8,000. A Check will be cut for the actual sales amount and the remaining funds will be unencumbered. No telephone or written quotes are required as long as all products are being resold.

Vendor Selection: When looking for supplies or equipment, always check for State Contracts first. The web address is www.purchasing.state.ut.us. Under "Purchasing Quick Links" select "State Cooperative Contracts" and search by vendor name, contract number or keyword.

Freight/Shipping: Freight can cost up to 20% of the price of the merchandise. When getting price quotes, always ask that freight be included in the quote. Shipping is included in the payment of your invoice and will be deducted from your budget even if you do not include it with the PO.

PO Modification: If you submit a PO to a vendor who contacts you telling you that the price differs from the PO amount in excess of \$100 or 10% or more, it will be necessary to liquidate the original PO and reissue a new one for the corrected amount. Contact the Purchasing Office to have the original PO liquidated. Enter a corrected requisition in Alio. Once approved, submit the corrected PO to the vendor.

New Vendor W-9: You must obtain a completed W-9 for any vendor who is not currently set up in Alio. Once you have a W-9 from the new vendor, submit it to Accounts Payable or Purchasing who will then enter the vendor in Alio. After this is complete the vendor can be used for requisition/PO entry.

Purchase order approval: Approvals for PO printing will be Monday, Wednesday, and Thursday prior to 9:00 a.m.

Please refer to the district website for more detailed purchasing information, forms, and policies or contact Cathy Bilbey at ext. 1022.