

MANDAN PUBLIC SCHOOLS – PURCHASING PROCEDURES

Overview

The majority of classroom purchases should be made through the summer order process. In order for teachers to get the biggest bang for their buck, most of the funds should be spent at that time. A lot of money is saved on shipping and volume discounts so it is by far the most advantageous route.

For items that are not purchased through the summer order process such as custodial supplies, etc., they will follow the purchase requisition process. **All orders should go through purchasing** if at all possible. The District gets various discounts that are not available to individuals.

DO NOT go out and purchase items and put it through as a reimbursement request unless it is a true EMERGENCY and pre-approved. Payments made direct to individuals outside of payroll are instant red flags to the IRS and the auditors. Also, we cannot reimburse you for the taxes you were charged.

After-The-Fact purchase orders are purchase orders that are issued after the needed merchandise/service has been received. **After-The-Fact purchase orders are not permitted.**

Purchase Requisition Process

The purchasing process begins with a requisition. The forms can be found on the School District's website under the Employees Tab (select Forms-Business Office-Purchase Order Requisition Form). Properly completing a requisition will help the business office process your order in a timely manner.

A requisition is required for every purchase regardless of the source of funds. If you expect payment to be issued to the vendor, you must have a requisition in the system. Further, that requisition must be approved at your building level. Employees who purchase items without an approved requisition and request reimbursement **may be responsible for the purchase.**

Generally, the requisition process involves the following steps:

1. Requisition form is completed by the school/department staff.
2. Administrator reviews request and takes appropriate approval action.
3. Secretary completes approval data and codes form.
4. Secretary submits processed form to purchasing department with necessary attachments.
5. Purchasing reviews the requisition and selects a vendor (quotes or bids may be needed).
6. In most cases, Purchasing will complete the order and goods and services will be delivered. If there are any changes or additional information necessary, the original submitter or administrator will be contacted.
7. Purchasing then files processed form with supporting documentation.

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Summer Orders Process

Building Administrators will allot a specific amount of money out of the buildings' teaching supplies budget each spring for each applicable teacher. The staff in each building will then put together a list of requisitions for the next school year. These orders are referred to as "summer orders" since the ordering and receiving is done when school is out of session in the summer.

Here is how the process works:

1. Teachers hand in their requisitions at the end of the school year.
2. The building principal approves or rejects them.
3. The building secretary tabulates them into the spreadsheet purchasing has provided.
4. The secretary sends the paper requisitions along with electronic version of the spreadsheet to purchasing by May 31st.
5. The purchasing department compiles all the building orders in order to get quantity discounts and lower shipping costs on the supplies requested.
6. Items are ordered and come in over the summer.
7. Teachers have the supplies in their classrooms and ready to go by the beginning of the school year.

Spring Purchasing Timelines

March 30	Equipment and Furniture Orders should be completed
April 15	Current year Library budget spending should be completed
April 15	Technology requisitions are due to Tech Coordinator
May 1	Current year general supply budget spending should be completed
May 20	Last day of Pcard use - please turn your Pcard into the business office at this time
May 31	Fiscal year requisitions are due with spreadsheet from building secretaries

MPS Purchasing Contacts

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