

MEMORANDUM

TO: ALL WASD STAFF

FROM: WASD BUSINESS OFFICE

DATE: 12/19/14

RE: NEW PURCHASING FORMS AND REQUISITIONING PROCEDURE

As of January 5th, 2015 we will have new budget and purchasing request forms which will replace the forms currently in use. So that you can review these forms beforehand, they are attached with this email as well. Each form is an excel file with two worksheets (or, tabs) – with one worksheet being the form and the other being a ‘how to use the form.’ Please see the following explanations and descriptions of these new forms and procedures.

We have been implementing a new purchasing and reimbursement process. The main point that I would like to get across with this new process is that if you are looking to be reimbursed you must have a preapproval from your building or program administrator. Again, please see below for an outline and explanation of this process.

THE PURCHASE REQUISITION FORM:

- This form should be used when you are looking to order something from a vendor – in other words, when you are looking to use district money up front.
- It is replacing the old Purchase Order Requisition form. You will notice that it is similar to the old requisition form. A couple of differences:
- You will be required to copy and paste the URL/Link to the online catalog you are referencing. If you are not using a website, please communicate this on the URL line.
- WUFAR Account # - while it would be nice to have a specific account number here for the secretaries, at a bare minimum, please put in an account description (i.e. 5th Grade Classroom supplies)
- This form should be filled out in excel, saved, attached to an email and sent to your building’s secretary. In the past it was sent directly to the principal. This change is due to our new process of entering purchase orders, which will be explained below. We will be getting the administrator’s approval at a different point in the process.

EXPENSE REQUEST FORM:

- This form is to be used when you are expecting to spend your own money up front – to be reimbursed later.
- It is, in part, replacing the old ‘Expense Statement’ Form (we split this form into two separate forms).
- Once it is filled out (electronically) you should save it and email it to your building administrator.
- This form needs to be completed and approved BEFORE you incur an expense (i.e. go to Wal-Mart to purchase classroom supplies). If it is not, you may not get reimbursed for your expenditure.
- Once it is approved, it will be returned to you. You may then purchase what you need, attach the receipts and turn it in to the ESC.

- PLEASE NOTE: This must be done (turned in to the ESC) within thirty days of incurring the expense, otherwise you may not be reimbursed.
- This form should only be an alternative to the Purchase Requisition form.

CONFERENCE REQUEST FORM:

- This form is to be used to request permission to attend a conference.
- The staff member who wishes to go to a conference/training session will fill this out ahead of time, estimating costs as best they can.
- Staff does not need to worry about filling in whether or not the school district is paying (the areas highlighted in yellow) – this will be filled out by the secretaries/principal upon approval.
- Once it is filled out, it needs to be saved and emailed to your building administrator who will approve or deny it. After which, a printed and signed copy will be returned to you.
- When you return from your conference you will have 30 days to turn this in, along with all necessary documentation (receipts, google maps, etc...), to the ESC for reimbursement.

NEW PURCHASING PROCEDURE:

Apart from the change in forms and how they are submitted to the building secretaries (via email), you, as a staff, should not notice much of a change. We will be utilizing the electronic requisition on Skyward. The process, behind the scenes, will be as follows:

Once the secretaries receive the requisition from you they will enter the information into Skyward.

- It will then be sent, via Skyward, to your building administrator who will approve or deny it via Skyward.
- From there it will immediately be sent to the Director of Business Services or his designee for approval.
- As soon as he/she approves it, it becomes an official Purchase Order and the process will resume as normal.

A few notes on this:

- Special Education staff and SAGES have already been using this procedure for over a month, so we believe we have most the kinks worked out.
- None-the-less, please understand that this is new for most everyone involved. Your patience is much appreciated. We anticipate that it will get much smoother as we go.
- As this will take some time to completely iron out, please expect that it may take up to 48 hours to get full approval. However, our goal is to complete the new purchasing procedure within 24 hours or less. Please plan accordingly.