

- Making Purchases Using Board Funds
  - Obtain a **requisition for purchase** from your school secretary and complete the form with your name, your school name, the name and address of the vendor, the quantity, description, and price of the items requested, and your signature. Pass this along to your secretary and principal for coding and for the principal's signature and then submit the completed form via fax to extension 4040 or through the mailbag to Sandy Wurth in the finance office. To avoid duplicate orders, be sure to submit the form just once; not via fax AND mailbag. Sandy will place the order for you using a board-issued purchase order number.
  - When your order arrives, make sure all items listed on the **packing slip** are in the box. If the order is correct, sign the **packing slip and invoice** and forward those items immediately to Keri Vaughan in the finance office through the mailbag so that she can pay the **invoice**. If there is a problem with the order, please contact Keri or Sandy so that they can help to get the order corrected.
    - If you do not forward the **packing slip or invoice** to Keri, she will email you to request your approval to pay. Please reply to her emails as soon as possible.
  - ***If the board finance office receives an invoice without a board-issued purchase order number referenced on it, the board will not pay the invoice. Please do not place any orders yourself.***
  
- Making Travel Arrangements Using Board Funds
  - If you have been asked to attend a conference, training, an out-of-district field trip, or travel for another purpose for the Board, first complete an **F-100 form**. You will state your travel plans, your estimated expenses, if any, and ask your principal to sign it and code it for payment. If a grant (Special Ed., GT, PD, etc.) is funding the trip, you must also have the grant's program director at the Central Office approve your travel. **F-100s** must be forwarded to the superintendent for formal approval by the board.
  - If your travel requires overnight lodging accommodations, submit a complete **requisition for purchase** with the vendor being the hotel, along with a **hotel reservation request form**. These forms should be submitted to Sandy Wurth in the finance department, either via fax to 4040 or through the mailbag. Sandy will make your travel arrangements using a board-issued purchase order number and notify you of the confirmation number and other information for the hotel.
  - If the conference you are attending requires registration, please submit a completed **requisition for purchase** with the vendor as the group hosting the conference to Sandy Wurth in the finance department. Sandy will take care of registering you for the conference using a board-issued purchase order number.
  - When you return from your trip, if you have personal travel expenses that need to be reimbursed by the board, complete an **F-200 form**. This form has places for you to list your personal payments for meals, mileage, etc. This form must be signed by your principal, and then by the program director at the Central Office if a grant is funding the trip. The form should then be forwarded to Keri Vaughan in the finance department. The reimbursement will not be paid to you unless the form is complete and has itemized receipts attached. We must also have the **F-100** on file for you prior to paying the **F-200**.
    - It is always a good idea to make copies of your travel receipts and forms before submitting to the finance department.
    - Meals will only be reimbursed up to \$30 per day, and only when a trip involves an overnight stay.

- Bills are paid once per month, including travel reimbursement requests. Keri Vaughan will send an email to the district each month to notify everyone of the last date that she can accept items for payment that month. Please pay attention to these deadlines.
- Please do not ever guarantee payment to a vendor by any certain date. The only person who is authorized to guarantee payment to a vendor by a certain date is Keri Vaughan.