Purchasing Supplies and Equipment

Staff or Admin. wants to make a purchase

Amount of Purchase?

Under $10,000

Staff fills out Purchase Requisition with reason for purchase and turns into superintendent.

Superintendent signs Requisition – answering Special Education questions.

$10,000 - $35,000

Staff/Superintendent will find 2 quotes as is possible.

$35,000 - $175,000

Superintendent/Staff will obtain 3 quotes as is possible.

$175,000 & Above

A Request For Proposals process will be used.

***See RFP Process

Selection made by Admin, Requisition developed and signed, answering special education questions.

Requisition goes to Admin Assistant assigned for ordering, including: developing Purchase Order/Coding with assistance from Sped Finance Manager or Business Manager. Routed to Accounts Payable to develop order items.

When item received, person who did not order will verify receipt of order.

Item is tagged if requirements have been met.

***See Inventory Process

Purchase Order is closed by the person who initiated the Purchase Order.

**Pre-Approval

For purchases with special education dollars from MDE include:

- Over 5000
- Construction
- Remodel
- Vehicles
- Contracts with professionals to work with staff