La Center School District Procurement Protocol

START HERE: Complete a requisition form when requesting to make a purchase. Use a white requisition form for a district purchase and a pink requisition form for an ASB purchase.

District requisitions are submitted to the building or program administrator for approval and processing.

ASB requisitions must be student approved. After approval through the ASB, the requisition must be submitted to the building administrator for approval and final processing.

The administrator reviews and assigns an account code before signing the requisition to signify approval of the purchase. An electronic requisition can then be generated by the school procurement clerk. This original requisition stays with the procurement clerk as documentation of administrator approval and to help when placing the order. For ASB requisitions only, a copy of the approved requisition must be sent to the district office to document student approval of the purchase.

The accounts payable (AP) clerk retrieves electronically all requisitions from the AP system no earlier than 2:00 PM each business day and creates a purchase order (PO). The superintendent reviews and signs the PO signifying final approval of the purchase. A white, green and pink copy of the approved PO is sent through district mail to the requesting procurement clerk. A yellow copy of the PO is held as the official record of the transaction.

The district fiscal officer reviews the documentation record and signs a certification sheet when the transaction is both accurate and complete.

The following documents are maintained by the district for audit purposes:

1) Signed purchase order (PO). ASB POs requires a copy of the student signed requisition as evidence of ASB approval of the purchase;
2) Signed certification of receipt along with all supporting receipt documents; and
3) Invoice from the vendor.

Verifying the PO with vendor:
The white copy of the PO is sent to the vendor with other documents to initiate the purchase.

Vendor Area of Responsibility:
Vendor
Invoice including PO #

The AP clerk verifies invoiced items match with the PO and adds invoice to the official transaction record.

Packing Slip including PO #

The AP clerk verifies goods and/or services received match the PO and adds documentation to the official transaction record. When all documentation is received, payment will be generated.

Receiving documentation sent to the district office.

The pink copy of the PO is strictly for building records. Save only as long as it is useful.

EY:
Hard Copy
Server Based Copy