

Pleasanton Unified School District
Purchase Order (PO) Process

HOW TO PURCHASE ITEMS

Purchases up to \$100¹ (including tax)

- 1) Purchase item(s)² at store(s) of your choice - no equipment purchase (e.g. printer or projector)
- 2) Submit the original itemized receipt³ to your site secretary (*within two weeks*) to get reimbursed from the revolving account ("petty cash") at your site

Purchases of \$100 or more

- 1) Complete a purchase requisition (include your preferred vendor, needed by date, item description and as much additional information as possible) and attach available backup
- 2) Send requisition to your site secretary for Principal's approval
- 3) Site secretary will provide the account code and verify that there are sufficient funds and then submit to Purchasing for processing
- 4) Warehouse driver will deliver your order to your site within 2-3 days of receipt to the District Warehouse.
- 5) Call the Purchasing Department for extreme urgent needs

For frequent purchases to same vendor

- 1) Complete a purchase requisition (mark OPEN PO) – you only need to request this once a fiscal year per vendor per site
- 2) Send requisition to your site secretary for Principal's approval
- 3) Site secretary will provide the account code and verify that there are sufficient funds and then submit to Purchasing for processing
- 6) Warehouse driver will deliver your order to your site within 2-3 days of receipt to the District Warehouse.
- 7) **Note For:** In Store Shopping or orders made directly to the Vendor via Open Purchase Order
 - a. Refer to the Open Purchase Order Number created above
 - b. Items can be picked up from the store, or shipped directly to your site, or delivered to the District Warehouse
- 4) Sign itemized invoice you receive from vendor then send to your site secretary within two weeks
- 5) Site secretary will write open PO number then send to Accounts Payable for processing

For Summer Purchases (July and August only)

- 1) Site secretary will complete a purchase requisition (vendor name "Summer Purchases"); include name(s) of teacher(s) authorized to use PO and dollar limit per teacher
- 2) Purchase item(s) at store(s) of your choice - no equipment purchase (e.g. printer or projector)
- 3) Upon return from summer vacation, complete a Mileage and Educational Expense claim, write Summer Purchases on top of form, and attach itemized receipts (not just copy of a credit card charge)
- 4) Send completed expense claim form to your site secretary for Principal's approval
- 5) Site secretary will write the Open PO number on claim then submit to Accounts Payable for processing

¹ Purchases may not be split into several receipts to avoid the over \$100 limit

² Purchases must meet Educational, Safety and Health regulations and District Standards

³ Receipts should be reimbursed in their entirety; therefore no personal items should be included on the receipt

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HOW TO REGISTER FOR CONFERENCE/WORKSHOP⁴

For conference/workshop registration up to \$100

- 1) You may register personally by completing the registration form
- 2) Submit a copy of the registration form and receipt to your site secretary (within two weeks) to get reimbursed from the revolving account ("petty cash") at your site

For conference/workshop registration of \$100 or more

- 1) Complete a purchase requisition and attach the completed registration form (specify if the fee must be prepaid; include dates of the conference, attendees names, payment instructions and any other pertinent information on the requisition)
- 2) Send requisition to your site secretary for Principal's approval
- 3) Site secretary will provide the account code and verify that there are sufficient funds and then submit to Purchasing for processing. A confirmation will be sent to you and your site secretary by the Purchasing Department

For hotel accommodations due to a conference/workshop *(follow steps below if you choose to have the Purchasing Department reserve/pay it for you; otherwise you have 2 options – (1) reserve/pay using the Principal's District issued credit card (Calcard) or (2) reserve/pay on your own, submit an expense claim, attach the itemized receipt and send to your site secretary for Principal's approval)*

- 1) Submit a purchase requisition (include hotel name, dates of stay, and guest names), attach any paperwork that shows a conference rate
- 2) Send requisition to your site secretary for Principal's approval
- 3) Site secretary will provide the account code and verify that there are sufficient funds and then submit to Purchasing for processing
- 4) The Purchasing Department will prepay most hotel stays for the room and tax amounts only. A confirmation will be sent to you and your site secretary by the Purchasing Department. You will be required to give a personal credit card upon check-in for incidental expenses
- 5) Upon return from the conference or workshop, send the hotel receipt or portfolio (within one week) to the Purchasing Department

For mileage claim (if you drive to a conference/workshop)

- 1) Complete a Mileage and Educational Expense claim and attach a Google map (or similar) that shows the miles driven
- 2) Send completed mileage form to your site secretary for Principal's approval
- 3) Site secretary will provide the account code then submit to Accounts Payable for processing

For airfare *(follow steps below if you choose to have the Purchasing Department purchase it for you; otherwise, you have 2 options – (1) reserve/pay using the Principal's District issued credit card (Calcard) or (2) reserve/pay on your own, submit an expense claim, attach the itemized receipt and send to your site secretary)*

- 1) Submit a purchase requisition and attach a printout or specify the flights you want⁵
- 2) Send requisition to your site secretary for Principal's approval
- 3) Site secretary will provide the account code and verify that there are sufficient funds and then submit to Purchasing for processing
- 4) The Purchasing Department will make every effort to get the best price for you. A confirmation will be sent to you and your site secretary by the Purchasing Department

⁴ For Cancellations, please let your site secretary know so they can work with the Purchasing Department on the process

⁵ TSA Requires that you must include full name, birthdate and gender as it appears on your government issued identification when we make your reservation

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