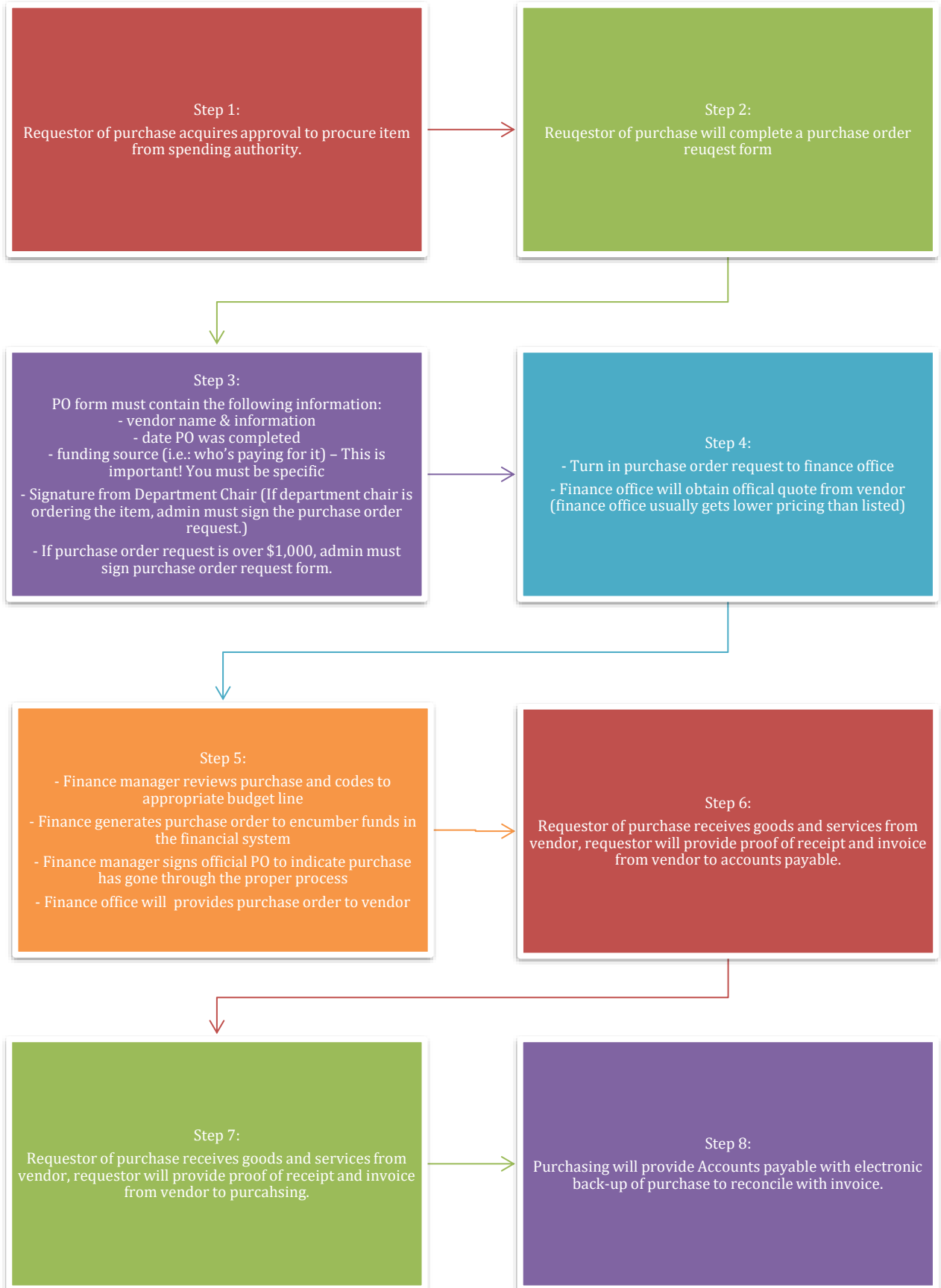


# Palisades Charter High School – Proposed Purchasing Procedures



## Palisades Charter High School – Proposed Purchasing Guidelines

- All goods or services to be purchased on behalf of Palisades Charter High School require a purchase order request form (PO Request).
- PO request forms should be obtained directly from the finance office or Department/Program chair prior to purchasing the product/service.
- PO request forms for School Wide items approved in the Budget (i.e. Technology, Furniture and Capital) must be approved by the Operations Manager, if technology related and the Executive Director, if not budgeted <\$30,000.
- A completed PO request form, including vendor name, address, contact information, School Year Budget area (Program &/or Department) to be charged, order quantities, order description, unit cost , sales tax, delivery charges and extended costs must all be included on the PO request form. Quotes or estimates should be attached to PO requests. Incomplete PO request forms will be returned to the Department/Program Chair for completion by the requestor.
- Completed PO request form, with any supporting information must be approved by Department/Program Chair prior to order being placed
- Department/Program Chair is responsible for monitoring PO requests received to the Approved Budget amounts. Department/Program Chair is responsible to monitor that the PO being placed meets the needs of PCHS, complies with State standards, as applicable and contributes to the goals and vision established by the Board of Trustees.
- Approved PO request forms should be forwarded to the Purchasing Department for processing (Note: Any PO's for personal reimbursement must include all original receipts, copy of cancelled check, or credit card statement-showing requestor's name and item purchased and other supporting documentation)
- **Reimbursement guidelines:**
  - PCHS strongly encourages employees to purchase on credit from PCHS approved vendors for which payment can be made directly from PCHS to the vendor.
  - No reimbursements for gift cards. Gift cards are considered a gift of public funds and illegal by the State of California constitution.
  - Personal Reimbursements should be within budget and receive prior approval.
  - Any items ordered via personal reimbursement **MUST** be shipped to the school and not a personal home address. If being shipped to personal home address, proof of item received (i.e.: packing slip or shipping label) must be included along with the receipt
  - Any personal reimbursements over \$150.00 and without prior approval will require dual approval from the Department/Program Chair/Direct Supervisor AND a representative from Administrations
- Finance office will convert PO request into an official school purchase order to send to vendor. Department/program chair will receive a copy of official school purchase order form along with order placement confirmation.