

### **Step 1: Need**

- a. Employee / staff identify need for supplies or product.
- b. Request using good description, including part or product numbers.

### **Step 2: Price, Terms and Source Options**

- a. Employee will research best price and best product. Cheaper is not always better nor is the most expensive always better.
- b. Use vendor from approved vendor list. Verify that the vendor is not suspended or debarred or otherwise excluded from participating in the transaction. [www.sam.gov/SAM/](http://www.sam.gov/SAM/)
- c. If product or supplies are not on approved vendor list, new vendors can only be added with approval by Business Manager.

### **Step 3: Requisition**

- a. Submit written requisition to administrator/supervisor/ If approved, by administrator or supervisor it will move to approval by Business Manager/Superintendent.

### **Step 4: Purchase Order**

- a. If approved, by Business Manager/Superintendent it will be moved to a Purchase order and returned to person entering the requisition by e-mail that it has been approved to order.

### **Step 5: Receipt and Inspection of Purchases**

- a. Once the sending company delivers the product, the administrator/supervisor/secretary accepts or rejects the items. Acceptance of the items obligates Buhl School District to pay for them. Send packing slip with PO# written on it, to Business Manager.

### **Step 6: Invoice Approval and Payment**

Documents must match when an invoice requests payment - the packing slip, invoice itself, and the original purchase order. The agreement of these documents provides confirmation from both the administrator/supervisor/secretary and supplier. Any discrepancies must be resolved before the Business Manager pays the bill.

In the case of audits, the company must maintain proper records.

Buhl Joint School District No. 412 – Procedures for procurement

