

GROVE PUBLIC SCHOOLS

General Account Policy Guide

1. No purchase will be made by any employee of the district, **prior** to acquisition of a purchase order number from the District Encumbrance Clerk. This will also require proper documentation and appropriate signatures. **The purchase order is not approved until the Superintendent signs.** The purchase order date is the date that the superintendent signs.
2. All purchase orders will be filled out **completely** with **complete vendor (company to order from) addresses** and **complete explanation** of what is being purchased. It also needs to have shipping and handling added. We are tax exempt.
3. All purchases that have items totaling **\$2,000 to \$10,000 MUST HAVE a written quote** from the supplier attached with at **least 2 different vendor quotes.** **Computer, printer, software, technology items and I-Pad purchases must be sent to Dustin Crowder at the High School for approval and signature (BEFORE) coming to the Superintendent for approval.**

Items **\$10,000 or over shall be secured by sealed quotes** or by formal request for proposal in accordance with specific procedures established by the superintendent. Must have a minimum of 2 vendor quotes, if possible. **Purchase order or contract must be submitted to the board of education for approval BEFORE award is made. –See Superintendent’s office for instructions on sealed quotes.**

4. **Employees who initiate unauthorized purchases, which obligate the school district, will be responsible for the amount of said purchase.**
5. Any illegal purchase will be reported to the administration through the use of the **Illegal Expenditure Form (red sheet).** The completed form **will remain** attached to the purchase order for auditor purposes.
6. Meal reimbursements will be reimbursed **only for overnight trips.** A green sheet should be completed **before** going on a trip. This form will be numbered and will take the place of a purchase order. Pink sheets should be completed upon your return with signed and itemized receipts. These are to be turned into your building principal and they will forward to Superintendent’s office. Credit and debit card receipts will not work. **They must be itemized.** These are **due within the 10 day policy or green sheets will be closed.** *Green to go, Pink to stop.*

7. **Each Site Secretary/ or Clerk will check in all orders.** Signed packing slips are due within 3 days of receipt. When there is no packing slip a copy of purchase order signed ok to pay needs to be turned in.
8. General fund purchase orders will be ordered by the encumbrance clerk. **Hotel reservations are to be made by the employee staying and held on their credit card or school credit card.** A bill should be brought back and turned in within the 3 day policy. Hotels should be set up to direct bill.
9. General fund purchase orders are due by the last day of each month in order to be paid in the next month's board meeting.
10. **Bills are paid the second Tuesday of each month.** Board packets go out the Friday before board meeting.
11. General Fund purchase orders **will be closed out by April 30th.** (unless superintendent states otherwise)
12. **The majority of general fund money needs to be spent early in the year, not at the end.** This money is to be used in the current year. Site budget money does **not** carry over. General fund money is for **INSTRUCTIONAL materials only.**
13. A monthly printout will be sent after each board meeting to each site principal or manager.
14. The school year runs from July 1 to June 30th yearly. No crossing of years.