

Purchasing Guidelines – Payment Tools

Payment Tool	Purchasing Card	Pay Voucher	Requisition*
Eligible Order Amount	\$0 – 499.00	\$0 – 999.00	999.00 +
Procurement Process	It is strongly recommended that you obtain three quotes before purchasing items, but these do not need to be submitted to Purchasing. When obtaining quotes, personally contacting a vendor may lead to additional discounts.	It is strongly recommended that you obtain three quotes before purchasing items, but these do not need to be submitted to Purchasing. When obtaining quotes, personally contacting a vendor may lead to additional discounts.	Fill out requisition completely. Obtain three quotes and send with paper copy of requisition to Purchasing. Quotes are required, even if ordering from a contract vendor.
Receipt/Payment Process	Attach receipts for each purchase to your monthly purchasing card statement and submit to Accounting w/ principal's signature.	After receipt of books, submit invoice to Accounting with pay voucher attached w/ principal's signature.	Upon receipt of books, match Purchase Order with invoice, and then send P.O. to Accounting.

Note: Any purchases using funds from program #5810 require special approval. A signature from your library supervisor is required for these purchases.

*At the end of the school year Purchasing will accept requisitions for amounts less than 999.00 to allow funds to be encumbered.