# Purchasing Guidelines – Payment Tools

<table>
<thead>
<tr>
<th>Payment Tool</th>
<th>Purchasing Card</th>
<th>Pay Voucher</th>
<th>Requisition*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible Order Amount</td>
<td>$0 – 499.00</td>
<td>$0 – 999.00</td>
<td>999.00 +</td>
</tr>
</tbody>
</table>

## 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.
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- 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.

12/8/10