

PURCHASE ORDERS MUST BE SUBMITTED AND APPROVED BEFORE ANYTHING IS ORDERED. BCISD is not liable for payment of unauthorized purchases, responsibility may fall to the employee.

NOTHING SHOULD BE PURCHASED WITHOUT AN APPROVED PURCHASE ORDER.....please allow enough time for the PO to be processed/approved and returned to you.

Emergencies should be the exception, not the rule!

PURCHASE ORDER PROCEDURES

- 1) Purchase orders should be complete before submitting to the business office. Complete information should include:
 - a. Approver signature on both the vendor copy and pink copy.
 - b. Enough information to answer the WHO, WHAT, WHERE, WHEN and WHY – especially important on POs using federal funds
 - c. Attach supporting documentation: e.i.: student roster, quote, completed registration form, etc. Purchase orders using ESSER funds should have the TEA Justification form attached.
 - d. POs should be coded
- 2) Purchase orders should ONLY be submitted through the purchaseorders@bishopcisd.net email address. No need to copy business office personnel when submitting. Hand delivered POs will not be accepted.
- 3) Approved pink copies with the assigned PO# will be returned to the requisitioner.
- 4) The pink copy that is returned to us with the invoice/receipt should be **signed** and dated on the “received by “ line. Only the approved pink copy with PO# should be returned to the business office. Please do not send your original or a new copy.
- 5) VERY IMPORTANT: please do NOT send POs multiple times. Have procedures in place within your campus and department to ensure that only one person is sending POs to the business office. That person should also have a system in place to track which POs have already been submitted. We are having a problem with duplicate POs.
- 6) There will be no advanced per diem for meals this year. Meal expenses will be reimbursed for the allowable amount when you return from the trip with proper receipts. Be sure to keep your receipts. Mileage expense will be advanced before the trip with completed travel request form.

CASH RECEIPTS (DEPOSITS)

Deposits should be made for ALL monies received. Do not use cash to purchase items. Purchase orders should be submitted for any and all purchases needed.

Deposits should be made no less than weekly. Don't keep money in your classroom or in your personal possession for any length of time. This creates a huge liability for the employee.

Deposit slips should be completed in full and two copies (white and yellow) of the slips included in your deposit bag.

Please include the following information on the deposit slip:

Activity Group Name and Number

Source of Funds: ex: “t shirts”, “dues”, “candy sales”, “concession” etc

Make separate deposits for each source of funds. Don't comingle t shirt deposits with concession deposits. Separation helps when posting deposit descriptions and makes reconciling fundraisers much easier.

Updated 9/2022