



EMPLOYEE PURCHASING AGREEMENT (ISA-F013)

Terms of agreement:

- 1) No purchase will be made without prior approval.
- 2) Reimbursements are highly discouraged, and must have prior approval.
- 3) Purchases over \$2,500.00 will have 3 bids recorded on the CMCSS Vendor Justification Form ([ISA-F007](#)).
- 4) Purchases over \$25,000 will be directed to the CMCSS Purchasing Director for the appropriate bidding requirements.
- 5) A **Purchase Order Request** Form (**ISA-F003**) must be completed for all purchases. It is determined on that form what type of purchase will be initiated: Purchase Order, Credit Card or Online.
- 6) No order will be shipped to a home address.
- 7) Upon receipt of merchandise, items will be checked off, and packing slip will be initialed and immediately submitted to the Accounting Technician (Bookkeeper).
- 8) Invoices/Statements will be immediately given to the Accounting Technician for payment.

I, _____, acknowledge that I have read the **CMCSS Purchasing and Payment Procedure (ISA-P001)**, and agree to the terms listed above. I understand that failure to follow these procedures could result in disciplinary actions, including termination of employment.

Employee Signature

Date

Employee Printed Name

School Name

Principal Signature

Date