



PURCHASE ORDER PROCEDURE (PUR-P002)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the means by which district level purchases are authorized.

2.0 RESPONSIBILITY:

- 2.1 Purchasing Director

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer (CFO)

4.0 DEFINITIONS:

- 4.1 Originator: One or more employees designated at a school/department to enter requisitions.

5.0 PROCEDURE:

- 5.1 Any CMCSS employee may submit a written purchase request to the appropriate departmental/school supervisor. Purchase Request Form (ISA-F003) may be used.

- 5.1.1 Any request for purchases of more than \$2,500 and not more than \$25,000 must be accompanied by three competitive quotes, which may be obtained by telephone.

- 5.1.2 Requests for purchases of more than \$25,000 must first be approved through the Formal Bid Procedure (ref. [PUR-P004](#)).

- 5.2 The purchase request is entered into the automated purchase requisition system by originator and released.

- 5.2.1 Any request for purchases of more than \$10,000 but less than \$25,000 must be accompanied by three written informal quotes and kept for seven years.

- 5.2.2 If the amount exceeds the available budgeted funds, the requisition is either cancelled or a budget override is initiated by forwarding a budget amendment request to the CFO.

- 5.3 The system electronically routes the requisition to the appropriate supervisor(s) for approval or disapproval of the purchase.

- 5.3.1 If disapproved, the supervisor indicates the reason and the originator is notified by email.

- 5.3.2 A disapproved requisition can be reactivated which automatically restarts the approval process after it is re-released.

- 5.4 Approved requisitions are electronically routed to the Purchasing Office.



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5.5 The CFO or designee reviews the requisition for accuracy of data, including account codes, quantities and discounts taken; appropriate classification of expenditures; splitting orders to circumvent the bid process and determines that bid procedures (ref. [PUR-P004](#)) have been followed.

5.6 Approved requisition is converted to a Purchase Order. The original is sent to the vendor with a copy sent to the originator and to the Accounting Office.

5.6.1 If the requisition is disapproved, the originator is notified.

6.0 ASSOCIATED DOCUMENTS:

6.1 Purchase Request Form (ISA-F003)

6.2 Requisition Entry ([PUR-W002](#))

6.3 Formal Bid Procedure ([PUR-P004](#))

6.4 Purchase Order Form (PUR-F001)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Requisition and Purchase Order	Purchasing Office/file room	Current plus six previous year	Recycled	Secured Building

8.0 REVISION HISTORY:

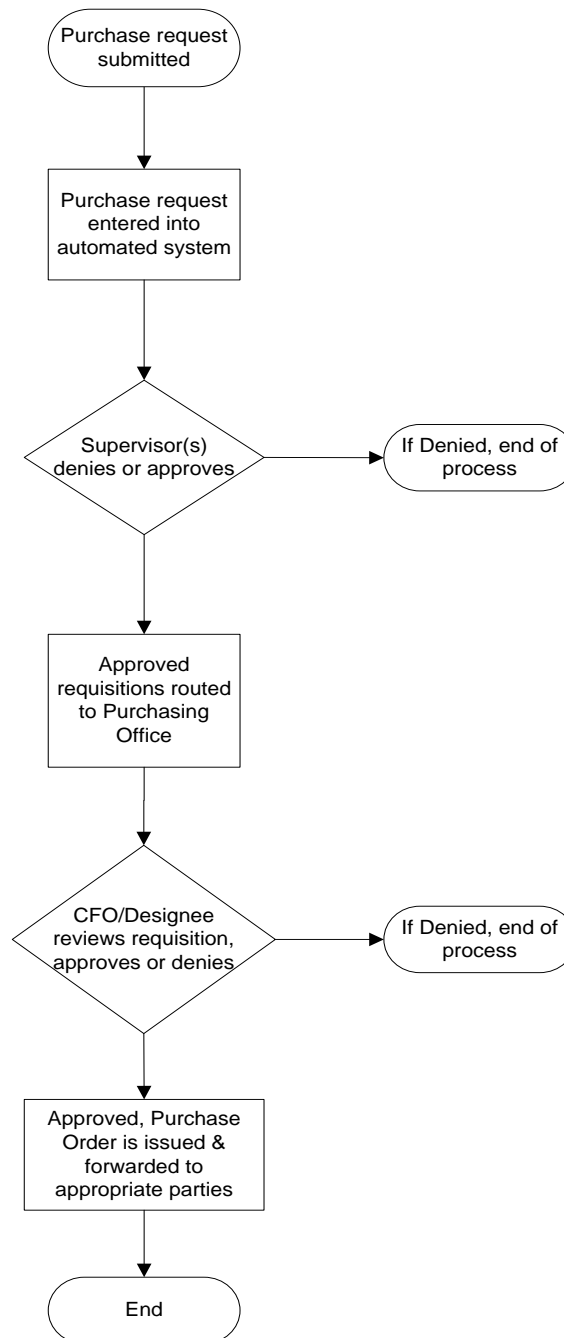
<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/13/03		Initial Release
3/03/03	A	Clarify 5.2, add "at each school/department"
10/06/05	B	Procedure rewritten to accommodate software conversion, PUR-W001 made obsolete
11/1/11	C	Changed \$500 to \$1,000, along with "more than" wording. Corrected Purchase Request Form reference to ISA-F003. Updated logo.
6/4/12	D	Update responsibility title to Purchasing Director, update flow chart to include designee
3/9/17	E	5.1.1 and 5.1.2 changed dollar amount from \$10,000 to \$25,000. 5.2.1 contains new information.
2/10/23	F	5.1.1 changed dollar amount from \$1,000 to \$2,500.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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***** End of Procedure *****