



Grant Purchase Order Procedures

It is the requirement of the Franklin Central Supervisory Union that purchases of goods will be procured through the purchase order system. Whereby the teacher or staff member submits a requisition detailing the vendor, the items needed, the quantity, estimated costs including shipping to their department chair/school administrator. Upon approval and coding from the department chair/school administrator and Grant Administrator the requisition is submitted to the Grant Coordinator for a purchase order. (See attached "Journey of a Purchase Order" for more detail)

A purchase order system will assure funds are available before purchases are made and/or expenses incurred. The Administration understands that there are rare times when time does not permit the use of the purchase order system and with the written prior approval of the Grant Administrator a PO may be waived and a purchase made.

Furthermore, there are purchases which do not require a purchase order by the nature of the purchase. Purchases specifically exempt from the PO system may include:

- At the Grant Administrator's discretion and with written pre-approval ONLY purchases on-line, that save money and increase options. These require placing the order with a personal credit card and applying for reimbursement. Items must be shipped to the school not to a personal address. Keep in mind you will not be reimbursed for any sales tax you might pay. Persons making purchases without prior approval may be personally liable for the costs if not subsequently approved.

PLEASE UNDERSTAND THAT THESE EXCEPTIONS DO NOT MEAN YOU DO NOT NEED PRIOR APPROVAL FOR PURCHASES, ONLY THAT YOU DO NOT NEED TO OBTAIN A PURCHASE ORDER.