

ARANSAS PASS ISD PURCHASING GUIDELINES

➤ **REQUEST FOR ITEM (PURCHASE ORDER REQUEST)**

A purchase order is used to purchase supplies, registrations (ESC), restaurant charges (Whataburger, Dairy Queen, etc.), equipment, subscriptions, or services from a vendor/consultant. Aransas Pass ISD's policy is to purchase from approved vendors only. APISD belongs to the following Purchasing Co-ops: Buy Board, ESC Region II (Goodbuy), DIR, and the state of Texas CMBL program. A copy of the list or access to the links for all of above can be accessed on the Purchasing page of Aransas Pass ISD website, under Main Menu =>Departments=>Business=>Purchasing. For all commonly used vendors (Advantage Imaging, Gateway, etc.) see your campus secretary for usernames and passwords for Aransas Pass ISD pricing. The Munis system allows users to enter purchase requests electronically, verifying account balances, selecting pre-approved vendors, etc. at the point of data entry. If the vendor is not in the system, a vendor packet (found on purchasing page on APISD website) must be completed and submitted to the purchasing department in order for the vendor to be available in the system.

1. Verify that vendor and funds are available in the Munis System with your department head/grade-level chair.
2. Department head/grade-level chair will create the request for item in the Munis system, uploading any quotes or needed attachments along with it. All shipments are to go to central office, except high school orders.
3. The request will go through the appropriate workflow and approval process assigned to your department.
4. The business office will issue and distribute purchase orders by fax or email.
5. Upon receipt of order, please notify purchasing of any missing items/discrepancies.

THE DISTRICT IS NOT RESPONSIBLE FOR PAYMENT OF ANY PURCHASES MADE WITHOUT PURCHASE ORDERS GENERATED THROUGH THE MUNIS SYSTEM. EMPLOYEES WILL BE HELD PERSONALLY LIABLE FOR THE DEBT INCURRED.

BLANKET PURCHASE ORDERS

Blanket purchase orders are used for vendors in which multiple service/delivery dates are expected over the school year. (Most often in our maintenance and cafeteria departments) The purchasing department will coordinate inputting of these at the beginning of the school year with appropriate departments.

CREDIT CARD PURCHASES

APISD has credit with the following: Bank of America (Visa), Lowe's, HEB, Wal-Mart, and Sam's Club. The Request for Item process should be followed in Munis. An estimate may be given in the amount field for HEB, Wal-Mart, and Sam's Club. Once, the purchase order has been issued

you may check out the card through the business office for all except Lowe's. Lowe's purchases are coordinated with our maintenance department; therefore, needing checkout through the Maintenance Secretary. Credit cards are to be returned the same business day along with the receipt.

➤ **REQUEST FOR CHECK**

A request for check is to be used for travel reimbursements, hotel stays, dues and entry fees. The request for check form is **NOT** to be used for purchases made without a Munis issued PO.

1. Verify that vendor and funds are available in the Munis System with your department head/grade-level chair.
2. Department head/grade-level chair will enter the request for check in the Munis system, uploading receipts, invoices, or forms as attachments along with it.
3. The request will go through the appropriate workflow and approval process assigned to your department.
4. The business office will print and distribute checks every Friday (subject to change due to holidays, or unforeseen events). If check is not to be mailed, please note in the description field in Munis "PICKUP" or "INTER-OFFICE". Requests for check must be in business office approval status by Wednesday to be paid that Friday.