

Purchasing Procedure

Fiscal Services will provide an updated *Fiscal Services Procedure* handbook at the beginning of each academic year. The handbook details the procedures for purchasing, staff reimbursements, payroll and accounts receivable; highlights the chart of accounts; and includes updated fiscal and payroll forms.

The purchasing process is designed to operate in an efficient and effective manner. Consideration has been given to both fiscal responsibility and staff resource needs. Purchases made in one of the following approved manners will ensure accountability as well as quick responsiveness to staff needs:

1. Requisitions and purchase orders – allow the Northwest Regional Education Service District (NWRESD) to purchase supplies, materials, nonpersonnel services and equipment necessary for operations.
2. Open purchase orders – are designed to expedite ongoing routine purchases and payments, such as utility bills or to allow departments to purchase multiple items needed at different times throughout the year. An open purchase order is good only for the fiscal year in which it is issued.
3. Petty cash – can be used for purchasing materials immediately needed and under a \$40 value.
4. Purchase card (p-card) – is designed to provide an efficient, cost-effective method of purchasing through a simple and streamlined process.
5. Bids/Quotes – used for larger purchases in accordance with Oregon Revised Statutes and the following requirements:
 - a. Between \$2,500 - \$9,999 in value per item/project: Three verbal quotes must be obtained and documented.
 - b. Between \$10,000 - \$149,999 in value per item/project: Three written formal quotes must be attached to the requisition and summarized on a Competitive Bid/Quote Form (Form 55).
 - c. \$150,000 or greater in value: Requires a competitive bidding process and Board approval. Please contact the chief financial officer for assistance with this process.
 - d. Purchasing off government contracts.
6. Check requests – are for Fiscal Services internal use only and are prepared primarily for Employee Draw Requests. In instances where a “rush” check is needed, check requests may be issued with appropriate approval; contact the chief financial officer prior to submitting any check request.

All purchases will only be authorized when the following conditions have been met:

1. Pre-approval by appropriate administrator has been documented;
2. Compliance with all NWRESD purchasing procedures and regulations has been verified;
3. Adequate budget authority has been confirmed;
4. All technology-related purchases must comply with Technology Services purchasing procedures;
5. All artwork purchased for the NWRESD must be pre-approved by the Board.

The Fiscal Services Procedure handbook provides detailed instructions for the processes outlined above. Fiscal Services will provide support to help in the purchasing process.

Corrected 11/28/16