



Purchasing Process- Administrator Responsibilities

Supervisors/Directors are in charge of monitoring your program spending. Beginning the 2020-2021 school/fiscal year and each year thereafter you will be part of developing your program budgets and receive a copy of those budgets reflecting amounts for all categories. At any time you can request a copy of your budget from jdowd@escwr.org or khoffmeister@escwr.org. Reports will be provided at a minimum quarterly so that you can monitor your programs and their budgets.

All supply, equipment, renewal, subscription, etc. requests will require your signature before a purchase order is created. It is your responsibility to ensure that requests are valid and fall within your budget. If your budget needs to be reviewed for any reason, a request can be made by sending an email to jdowd@escwr.org. A meeting, if necessary, will be scheduled in order to review the current status of your budget. Invitees to this meeting will vary depending on the reason but could include members from Fiscal, HR/Operations and/or Superintendent.

Staff members in your programs are now required to send all of their requests, for approval, to you by the 5th of every month. The fiscal team must receive the approved reimbursement packet, from the Supervisor/Director, in its entirety by the 10th of each month for timely processing for payment. Forward all attachments to jdowd@escwr.org and CC khoffmeister@escwr.org noting the attached is approved. We will print your email approval and attach to the documents.

Staff members are required to submit all requests for reimbursement once a month for approval. Cell phone stipends, mileage and other reimbursements etc., must be combined with a cover sheet and submitted as a single submission. Original receipts are required for these reimbursements. Scanned copies can be electronically sent to the administrator for approval, however fiscal will not process a reimbursement check until all original receipts have been received. Questions regarding support and documents contact khoffmeister@escwr.org.

Please see policy 1440 Job Related Expenses.

Supply, equipment or other vendor orders for programs:

The process for the fiscal team to create a Purchase Order is as follows:

1. Request received
2. Requisition is requested
3. Requisition is approved and then flipped to a Purchase Order
4. Purchase Order is sent to the designated person for the program/department

Please allow four to seven business days to process and create a Purchase Order. Payments cannot and will not be made without a properly approved and signed purchase order.

Purchases made without a properly authorized purchase order will not be accepted by the ESC and any charges incurred by staff members without a signed purchase order WILL result in them becoming personally responsible for the charges.

Time Sheets are also the responsibility of the Supervisor/Director. Staff submitting paper time sheets must go through you for approval prior to being processed in payroll. Please contact HR to see if the Frontline Time and Attendance system can provide an electronic solution for your staff members. It is important that these are submitted to payroll timely. Time sheets cannot be processed without your approval. Paper Time Sheets can be scanned to you and you can forward them to payroll, payroll@escwr.org or cmorrison@escwr.org with an email stating it is approved to pay. Payroll can print the email and attach to the time sheet until an electronic solution is available.