



Purchasing Process- Staff Responsibilities

According to Ohio Revised code and Board Policy a purchase order is the only authorized mode of purchasing for public entities. No order can be made without a purchase order with the proper signatures to authorize it.

Please plan ahead and allow four to seven days for processing a purchase order. Any unauthorized purchases will be the responsibility of the individual making the purchase.

Below are five simple steps in obtaining a fully executed purchase order.

1. Complete Purchase Order Request Form
2. Email form to your Supervisor/Director
3. Supervisor/Director will:
 - a. **Approve** –Supervisor/Director will forward email with attachment to the fiscal department - jdowd@escwr.org for processing
 - b. **Deny**- Supervisor/Director will return request to originator explaining denial and/or requesting revision
4. Fiscal department receives approved requisition with email approval and creates purchase order
5. Placing the Order
 - a. Purchase Order with the supply order form is sent back to the Supervisor/Director or designated staff member to place the order, or
 - b. Fiscal department places order, emails Supervisor/Director or designated staff member copy of order confirmation

Supply / Equipment Requests:

Forms must be completed in its entirety. Vendor information, delivery location, item #, etc. all required to process correctly.

IMPORTANT: Verify that vendor is on the ESC's approved vendor list. If not, you are responsible for obtaining a signed Form W-9 from the vendor and forward to the fiscal office for processing.

Other Vendor Requests:

Orders for other than supplies (i.e. student travel, field trips, utilities, purchased services, membership renewals, food purchases for meetings/rewards, etc) not required to provide Item #, Color/Size or quantity- these are optional if this information applies.

The only space on the form that is *not* required is the budget account line- if you know the information please provide. If this is to come out of a student activity account or a fundraiser account please reflect that on the budget account line.

Requests received from anyone other than the supervisor/director of your program will be denied and returned to you.

Purchase orders will not be processed without a Supervisor/Director's approval. Please allow a four to seven day turn around for requesting, processing, approving and converting a requisition into a properly authorized purchase order. Payments cannot be issued without an approved purchase order.

Please Plan Ahead

Purchasing Process- Staff Responsibilities –continued

Mileage and Professional Development Reimbursements

All Professional Development must be submitted through KIOSK and approved by your supervisor/ director before any purchase orders, registrations or expenses related to the professional development can incur. ***To streamline and increase efficiencies, the fiscal office is requiring mileage and/or professional development reimbursement submissions be turned in once a month.*** Approvals for professional development must be requested/submitted a minimum of 30 days prior to event for proper processing. Reimbursements will be paid on a monthly basis.

Mileage and Other Reimbursements

1. All mileage and other reimbursements must be submitted to your supervisor / director ***no later than the 5th of the month*** for approval for payment and must include the “Expense Reimbursement Form”
 - a. Google maps must be attached for anything outside of a school district
 - b. Detailed receipts must be included and taped to an eight and a half sheet of paper.
 - c. NO RECEIPT - NO REIMBURSEMENT!
2. Once your supervisor approves the attachments they will forward an approval email that can be printed and attached for processing.
 - a. Original Receipts are required for any reimbursements- they can be included in the email for approval as an attachment, but a check cannot be processed until the original receipts are received by the fiscal team.

Mileage/Reimbursements will not be processed without the official Reimbursement/Expense Form completed

PLEASE REFER TO BOARD POLICY 1440 – Job Related Expenses

Professional Development

1. Submit your KIOSK form
2. Supervisor approves
3. Forward approval to jdowd@escwr.org
4. Purchase Orders will be requested – once approved purchase order will be sent back to you
5. You can process registrations, hotels, and expenses once you have the signed Purchase Order
 - a. Once the hotel is booked, send confirmation to khoffmeister@escwr.org so that she can process the credit card authorization form with the hotel using the ESC card.
6. All receipts must be forwarded after the event with the Cover Sheet and all approvals/emails to your supervisor.
7. Once approved the Supervisor will forward all attachments to jdowd@escwr.org for processing

Any questions or concerns please call 440-350-2563, Jessica Dowd x 722 or Katie Hoffmeister x 761. You can also email khoffmeister@escwr.org or jdowd@escwr.org .