

Appropriate Use of Payment by Warrant

PURCHASE ORDERS ARE REQUIRED

- The Purchasing Officer is the only person legally authorized to commit the District to purchase goods or services.
- All purchases should be reviewed and approved by the Purchasing Officer through the standard requisitioning process prior to purchase execution. Purchases should only be made after obtaining a purchase order.
- Any vendor or person who delivers merchandise and/or services to the District without an approved purchase order is at risk of not receiving payment.
- Any employee who orders goods or services without an approved Purchase Order is at risk of being held personally responsible for the cost and/or return of the goods or services.

EXCEPTIONS TO PO REQUIREMENT – VALID WARRANT REQUESTS

1. Emergency Purchases

- An urgent and unexpected situation occurs where health and/or public safety is at risk.
- Immediate delivery or the performance of a service is required to address the emergency.
- Failure to plan in advance – which then results in a situation where normal practices cannot be followed – does not constitute an emergency.

2. Travel Reimbursement for Approved Travel

- In-District Travel Mileage Reimbursement
 - Request for Interschool Travel Reimbursement is required
 - Claimant Voucher and detailed listing of starting and ending locations with mileage by date are required
- Out-of-District Travel Incidental Expenditure Reimbursement
 - Allowable expenditure examples include: meals, mileage, tolls, cab fee to hotel
 - Travel Expense Request Form, Request for Excused Absence and all receipts are required

3. Purchases Where the Amount and Vendor Could NOT be Determined in Advance

- Entrance Fees for competitions that are contingent on winning the previous round
- Payments to Game Officials
- Tuition reimbursement

Warrant payment requests require an explanation as to why a PO was not obtained –

“I didn’t complete a PO,” is NOT an acceptable answer.