

Dexter Consolidated Schools Purchasing Procedures

When making purchases with school funds:

1. ALL purchases require a Purchase Order. Purchase requisition forms are saved here <\\STAFF\Public\Faculty\Forms\Purchasing>
 - a. Please don't save your revisions to this excel form—if you want to type in your products, use SAVE AS and save a copy in your home folder
2. Send your completed requisition to the person authorized to approve your purchase.
 - a. Your secretary for principal approval
 - b. Athletic Director for athletic purchases
 - c. Specific program directors (Federal Programs, SPED, etc.)
3. The requisition is sent electronically to the Business Office to process the PO.
 - a. The requisition is not a PO—you need a PO to make a purchase.
4. We will send the PO back to the secretary/AD/program director.
 - a. **Our office does not place the order with your vendor.** Your building or department has their own process—your secretary/AD/program director will either place the order or send it to you to process the order.
5. When the order is received, submit the packing slip or some type of confirmation of receipt to the Business Office with a signature and the date the products were received.

<P:\Faculty\Instructions\Purchasing\diagram - purchasing.pdf>

A few simple reminders:

- Purchases of tangible goods are tax exempt. If your vendor asks for tax exempt paperwork, anyone in our office can do that for you. We need to know the vendor's name and New Mexico tax ID number. If they don't have a NM number, the federal tax number will suffice.
- You must search for and provide documentation of the Best Obtainable Price:

Best Obtainable Price:

\$6,001 - \$20,000 Attach written quotes/documentation from 3 sources
over \$20,000 Competitive Sealed Bids through Business Office

Professional Services over \$50,000, Competitive Sealed Bids through Business Office

***No quotes/bids needed if purchasing under a CES or GSA contract. Attach copy of contract.**

- If you choose to use a CES or GSA vendor, you don't have to provide other price quotes. You can look for specific vendors or products by searching in the [CES Blue Book](#).
- **DO NOT place an order without a PO**
 - Don't tell the vendor to go ahead with an order promising to call them with a PO number "tomorrow".
- Plan ahead—you're probably not going to have the PO in your hands the same day you request it. Administrators may not be able to approve your purchase right away.