Purchasing Quick Guide

Independent School District No. 1

To purchase supplies from vendor:

* Fill out requisition form in detail (attachments OK)
* Be sure to indicate budget code
* Ask supervisor to approve requisition
* Route to District Office
* Purchase Order will be issued and item ordered
* Order will be delivered to school according to next warehouse delivery schedule

[17-18 Warehouse Delivery Calendar](https://www.lewistonschools.net/wp-content/uploads/2017/12/Copy-of-2017-2018-DELIVERY-CALENDARr.pdf)

To order supplies from central warehouse:

* Fill out *– Warehouse Inventory & Order Form*
  + [17-18 Warehouse Inventory & Order Form](https://www.lewistonschools.net/wp-content/uploads/2018/01/17-18-Warehouse-Inventory.xls)
* Give to building secretary for budget coding and principal’s approval
* Send form to District Office (fax or email)
* Warehouse staff will fill order and deliver according to warehouse delivery schedule

[17-18 Warehouse Delivery Calendar](https://www.lewistonschools.net/wp-content/uploads/2017/12/Copy-of-2017-2018-DELIVERY-CALENDARr.pdf)

To purchase large equipment (capital purchases)

* Contact your supervisor
* Supervisor will work with District Office to address your request

Business Travel (overnight trip for conferences, etc.)

* Prepare *Request to Attend* form in detail, including budget code
* Attached conference agenda
* Ask supervisor to approve request
* Prepare requisitions for:
  + Registration fees
  + Lodging
  + Airfare (if applicable)
  + Items requiring purchase by credit card - Wells Fargo Bankcard is vendor
  + Bankcard purchases are made by District Office for approved travel
  + Process requisitions as described above

<https://www.lewistonschools.net/business-office/accounts-payable/>

Travel Reimbursement

* Meals while out of town on pre-approved overnight travel are reimbursed after traveler has returned.
* Maximum $25 per day allowed for meals
* Original itemized receipts required
* Employee meals only (no companions or family meals)
* No alcohol
* Mileage for use of personal vehicle at current IRS rate
* Complete Travel Reimbursement form in detail
* Attach original itemized receipts and copy of approved *Request to Attend*
* Ask supervisor to approve prior to sending to District Office

<https://www.lewistonschools.net/business-office/accounts-payable/>

All forms are found on District website at <https://www.lewistonschools.net/staff-resources/forms/>

Detailed Purchasing Manual is found at: [17-18 Purchasing Manual](https://www.lewistonschools.net/wp-content/uploads/2018/01/purchase-manual-2017_18-1.doc)

Warehouse Delivery Schedule is found at: [17-18 Warehouse Inventory & Order Form](https://www.lewistonschools.net/wp-content/uploads/2018/01/17-18-Warehouse-Inventory.xls)

Business Office Purchasing phone numbers: 208-748-3035 or 208-748-3036.