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 when it arrives

To order supplies from central warehouse:

* Fill out *Request Form - Inventory Supplies*
* 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

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
* Attach 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

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

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

Detailed Purchasing Manual is found at: <https://www.lewistonschools.net/business-office/purchasing/>

Warehouse Delivery Schedule is found at: <https://www.lewistonschools.net/warehouse-inventory-list/>

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