

INSTRUCTIONS FOR PROCESSING PURCHASE ORDERS & INVOICES

If the item you wish to order **costs \$1,000 or more**, it is considered a capital outlay item and must be requested through a special process. Your principal is in charge of this process. Talk to him/her if you have questions.

SALES TAX

Sales tax will **only** be reimbursed for purchases made with prior approval **and** through vendors that the school does not have an account with.

PURCHASES OUTSIDE OF AITKIN

1. Complete an Order Requisition in Smart eR. (Separate instructions).
2. When the Order Requisition is routed in Smart eR your building office will receive the order for approval. If the order is approved, it will be sent to the business office for final approval. Once the Business Manager has approved the purchase order, the order will be placed and the green and gold copy of the purchase order will be sent to you.
3. The invoice will be sent to Karen Carlson for payment. Once you receive all the items listed on the purchase order, sign the green copy of the purchase order and put it in the District Office mailbox for Karen Carlson. If you did not receive all the items you ordered on the purchase order, keep the green copy of the purchase order until the order is complete. The gold copy of the purchase order is for your records.

NOTE: Per State Statute invoices are to be paid within 35 days of the invoice date. Please turn in your green copy of your purchase order for payment as soon as you receive your order.

LOCAL PURCHASES

1. Fill out a **yellow Pre-approval form**.
2. Put the form in your principal's mailbox for his/her approval. He/She will sign the form and send it back to you. Once you have received the signed form, you may go purchase the item. Attach the invoice to the yellow form and put it in the District Office mailbox for Karen Carlson.
3. Local purchases may be made without a purchase order at the following local vendors:

-Aitkin Flowers	-Office Shop
-Auto Value	-Paulbeck's County Market
-Beartooth True Value	-Riley Auto Supply
-Cedarbrook Lumber Company	-Temco
-Hometown Building Supply	-Unclaimed Freight North
-Hyytinens Hardware Hank	-Village Electric Motor Shop
-O Reilly Auto Parts	

4. If the vendor you would like to purchase from is not listed please see "REIMBURSEMENTS".

August 1, 2022

ADDITIONAL REQUIREMENTS

STUDENT ACTIVITIES

- Student officer and advisor must sign the invoice, receipt or green copy of purchase order.
- Must have a positive balance at June 30.
- Activities Director/Business Manager will sign off on purchase requests.
- If using a pre-approval form please note the student activity name and account code on the form.

SPECIAL EDUCATION

- Complete Special Education Purchase Request form in addition to the Purchase Order.
- Building Principal will sign off on Form and PO.

REIMBURSEMENTS – (SHOULD BE INFREQUENT)

- Request for reimbursements can be made by completing a Pre-Approval Form prior to making the purchase. Must be signed by administrator prior to purchase.
- This method should be used for a last-minute need or purchase or through a vendor who the school does not have an account with.
- If using a pre-approval form please note the department name and account code on the form.
- Sales tax will **only** be reimbursed for purchases made with prior approval **and** through vendors that the school does not have an account with.