

## ORDER PROCESSING FOR INDIVIDUAL PURCHASING CREDIT CARD

- 1 NEED IS IDENTIFIED AND NOT SUPPLIED BY WAREHOUSE
- 2 RECEIVES PERMISSION TO USE PURCHASING CARD FROM SUPERVISOR TO PURCHASE ABOVE ITEM(S). DETERMINE AVAILABILITY OF FUNDS AND BUDGET CODE.
- 3 PURCHASER REVIEW
  - A. DETERMINE WHERE TO BUY FROM
    - 1 OUTSIDE VENDOR --If outside vendor make sure this does not fall under state use law first. If it does not then proceed to "B" and "C" to complete purchase.
    - 2 STATE USE LAW -- If State Use Law then order/purchase from one of these vendors and then see "C" complete purchase.
  - B. DETERMINE AMOUNT
    - 1 UNDER \$1,000.00 -- NEEDS NO QUOTES
    - 2 \$1000.00 TO \$9999.99 -- NEED TO GET 3 QUOTES FROM 3 DIFFERENT SOURCES INCLUDE DOCUMENTATION WITH PAPER WORK TO BUSINESS OFFICE
    - 3 OVER \$9999.99 -- FORWARD TO DEPT. HEAD/ADMINISTRATOR FOR BIDDING UNDER BOARD POLICY AND KANSAS STATE LAW. PURCHASE ITEM(S) ONLY AFTER BOARD APPROVAL.
  - C. COMPLETE PURCHASE
    - 1 REVIEW ITEMIZED RECEIPTS
    - 2 VERIFY NO SALES TAX HAS BEEN CHARGED
    - 3 RECORD PURCHASE ON PURCHASING CARD LOG
  - D. IF EQUIPMENT ITEM(S) IS OVER \$500 THE PURCHASER WILL NEED TO SECURE A FIXED ASSET BAR CODE BY SSC WAREHOUSE, VO TECH AND/OR TSC
- 4 BUILDING OR DEPARTMENT SECRETARY ENTERS REQUISITION, DETERMINES AVAILABILITY OF FUNDS AND ASSIGNS BUDGET CODE.
- 5 PLEASE SEE PURCHASING CARD HANDBOOK FOR COMPLETE INSTRUCTIONS ON PAYMENT PROCEDURES.