**Cherry Valley Springfield Central School**

**Purchasing Procedure**

**Standing Purchase Orders**

* Standing PO’s will be created at the beginning of the fiscal year for vendors that are frequently ordered from. Previous purchase history, and input from Department Heads will determine the amount of the PO.
* Department Heads will be provided a listing of all Standing PO’s related to their cost centers, and will be provided with balance updates throughout the year.

**Regular Purchasing (All purchases outside of a standing purchase order)**

* A Purchase Requisition should be filled out anytime money is to be spent. This includes but is not limited to:
	+ Ordering Supplies and Materials
	+ Membership Dues
	+ Annual Contract Fees (inspections, codes, etc.)
	+ Unexpected Repairs, Maintenance or Supplies
* Purchase Requisitions MUST include the following information, and should be forwarded to the Account Clerk when complete:
	+ Date of Request
	+ Requestor name and signature
	+ Supervisor Signature
	+ Vendor Name, address, phone number, (email and fax number if possible)
	+ Attention to if applicable
* Account Clerk will obtain Superintendent Signature, Treasurer Signature and Account to be charged
* Account Clerk will create a Purchase Order after all signatures have been obtained
* Account Clerk will notify requestor when Purchase Order has been created, and order will be placed by who was indicated on Purchase Requisition