

## **Cash Receipts and Expenditures: *Purchase Orders***

This section does not apply to travel. Travel is governed under policy section CKB.

A requisition/expenditure request form is required for all purchases. Where possible and appropriate a purchase order should also be used. Employees initiating an expenditure shall complete the requisition/expenditure request form and a purchase order if appropriate, including documentation of any required quotes, before a purchase is initiated. The completed requisition/expenditure request form and if appropriate a purchase order, and documentation shall be submitted to the immediate supervisor or designated business officer for the department.

The designated business officer for the department will review completed requisition/expenditure request forms and any supporting quotes and approve the purchase. This approval signature is required prior to the initiation of a purchase.

Shipment of goods should be addressed and delivered to the District or to a School.

Invoices and complete packing slips should be signed by the receiver of the goods, indicating that all goods were received and that payment should be processed.

The accounting/front office shall compare invoices and packing slips to the requisition/expenditure request form prior to processing payment (see District Policy CKE: Issuance of Checks).

Administration should review bank statements and bank reconciliations, as well as credit card statements, and document the review and approval. The District's audit committee or District management should ensure that monthly bank reconciliations and credit/purchase card statement reconciliations are occurring on a monthly basis.

Administration or designated members of management shall review cash disbursements to verify that all District and State policies and procedures are being followed on a periodic basis.