



Addison Northwest Supervisory Union
Procedure for Requisition, Purchasing and Payment for Goods or Services
Page 1 of 2

The Addison Northwest Supervisory Union (ANWSU) is responsible for payment and tracking of expenditures for the following school districts:

- Addison Town School District
- Ferrisburgh Town School District
- Vergennes Union Elementary School District
- Vergennes Union High School District

The following procedure applies to **purchases for services** within all ANWSU school districts:

1. All staff must submit to the building Administrative Assistant (or the school district Bookkeeper at the ANWSU Central Office) a completed ANWSU Purchase Requisition Form for all purchase services. Employees should allow at least 10 days to process a purchase requisition prior to receiving an approved purchase order.
2. Should a contract or agreement for services need to be signed for any reason it must be forwarded to the Superintendent for authorization. The contract shall include the amount to be paid, the scope of work to be completed, deliverables, timeline for completion and the required turnaround time for payments. No employee shall authorize work to begin prior to the execution of a contract.
3. The building Administrative Assistant will create a purchase order in the ADS Profund accounting software program and submit it for authorization by the building Principal (or Program Coordinator) to encumber the expense of the entire contract.

Completed contracts will be forwarded to the Business Office. Any individual providing a service must also submit a completed W-9 and proof of liability insurance. Vendors with employees working in the school buildings must also complete the criminal record background check before payment will be issued. An authorized administrator shall confirm that work has been completed satisfactorily prior to authorizing payment for services.

The following procedure applies to **purchases for goods** within all ANWSU school districts:

1. All staff must submit to the building Administrative Assistant (or the school district Bookkeeper at the ANWSU Central Office) a completed ANWSU Purchase Requisition Form for all purchases of goods, including occasional out-of-pocket purchases made on behalf of the school district. **Under no circumstances will authorization be granted for the purchase of gift cards, gift certificates or staff meals.**
2. The building Administrative Assistant will create the requisition in the ADS Profund accounting software program and submit it for authorization by the building Principal (or Program Coordinator).



Addison Northwest Supervisory Union
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Page 2 of 2

3. If a line item is over budget, the Administrative Assistant will not be allowed to complete the requisition until the principal submits a budget amendment to the Business Manager. The budget amendment must identify which expenditure function will need to be lowered to account for the overage or what additional revenues will be received to offset the overage according to board policy.
4. Following Principal authorization of the requisition, the building Administrative Assistant will create a purchase order and send it to the vendor for ordering. The building Administrative Assistant will notify the faculty/staff, who submitted the requisition, once an order for goods has been placed.
5. An invoice will be submitted to the building Administrative Assistant for payment once the receipt of goods is verified.. The Administrative Assistant will enter the invoice for payment in the ADS Profund accounting software program, attaching the pre-approved purchase order, and the packing slip to the invoice.
 - a. Should an invoice amount differ from the purchase order, the building administrator must also authorize the invoice.
6. For out-of-pocket purchases staff must have a requisition approved by the building Administrator prior to making the purchase. If approved the staff must submit an ANWSU Reimbursement Request form along with a detailed receipt to the building Administrative Assistant. The building admin asst will then attach the approved requisition. **Please note: any individual placing an unauthorized order assumes personal responsibility for payment of the purchase.**
7. All mileage and meal reimbursements will be made in accordance with tax exemption stipulations outlined by the Internal Revenue Service for those purposes, including reimbursement rates.
 - a. Please note that meals will not be reimbursed for professional development purposes unless an overnight stay is required.
8. The ANWSU school district Bookkeeper will perform a pre-audit review of all invoices prior to issuing payments on invoices. Staff will ensure that invoices have been properly approved by a building administrator, have been coded properly, are budgeted and adequate backup has been provided. Following this review, invoices will be paid on the next regularly scheduled bi-weekly check run. All invoices must be received at the ANWSU Central Office no later than noon the Friday prior to the check run.
9. All purchases must be authorized through the requisitioning process. Any exceptions to requisitioning requirements not listed above require **prior approval of the Superintendent or Business Manager or his/her designee.**