

ORDER PROCESSING FOR INDIVIDUAL PURCHASING CREDIT CARD

1. Need is identified and not supplied by warehouse
2. Receives permission for reimbursement 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 \$19,999.99 – need to get 3 quotes from 3 different sources include documentation with paper work to Business Office
 3. Over \$19,999.99 – forward to depart. 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 \$500 and above the purchaser will need to secure a fixed asset bar code from warehouse, Vo Tech and/or TSC.
4. Building or department secretary enters requisition and assigns budget code
5. Please see Purchasing Card Handbook for complete instructions on payment procedures.