



HOW TO PURCHASE

PRIOR APPROVAL IS REQUIRED FOR ALL PURCHASES

- **APPROVAL REQUEST:** E-mail or send a Requisition Form to your Program Supervisor for supplies or petty cash.
- **REQUISITION FORMS:** Include the item number(s) as well as the vendors name/address and cost of the item(s).
- **NOTIFICATION:** Program Supervisor will reply to your request and send notice to SPED Program Assistant of authorized expense.
- **PURCHASE:** Three ways to purchase items.

Hand Carry PURCHASE ORDER

Hand carry purchase order to vendor
to pick up goods

- Request purchase approval
- Purchase order is issued
- Teacher notified for PO pick up
- Present Purchase order to vendor
- Send receipt or "Pick Slip" to SPED Program Assistant to close out Purchase Order

Lane ESD Purchase Order / Visa

Online and Catalog Ordering

- Use Requisition Form for purchase approval
- P.O. issued or VISA processed internally
- When received, order sent to classroom via courier

REIMBURSEMENTS

Buy Direct and be Reimbursed

- Request purchase approval
- Teacher purchases items
- Complete Reimbursement Request and forward with required attachments:
 - Receipts
 - Pre-approval e-mail or form
- Forward Reimbursement Request to Carol Skondin
- Checks are processed within 2 weeks