

# Dulce Independent Schools

## *Business Office Handbook*

# PURCHASING

*Revised August 2018*



# DULCE INDEPENDENT SCHOOLS

## PURCHASING

**Welcome to the new school year!**

If you require information not in this handbook, please refer to the building secretary or principal for assistance. If you are not successful at that level, please feel free to contact us.

[Section 1](#) – Business Office staff contact information

[Section 2](#) – Summary – Cradle to Grave

[Section 3](#) – Instructions for entering a requisition in iVisions (the building secretary is available if you need assistance)

[Section 3](#) – Document Samples

### #1 RULE

**NEVER EVER MAKE A PURCHASE OR ENTER INTO A CONTRACT WITHOUT A VALID PURCHASE ORDER!**

**Purchases made without an approved Purchase Order will not be the responsibility of the District – Employee will NOT be reimbursed!**

## CLASSROOM SUPPLIES

Certified Teachers are allowed **\$500.00** per year, to spend on classroom supplies.

**Use the following accounts when placing the order:**

Elementary	-	25147.1000.56118.1010.054044.0000
Middle School	-	25147.1000.56118.1010.054050.0000
High School	-	25147.1000.56118.1010.054045.0000

- This allowance **must** be encumbered by **THE SECOND FRIDAY OF JANUARY**.
- Funds will be pro-rated for staff that begins mid-year or later.
- Textbook or other classroom needs **must** be requested through the building principal. Please DO NOT call the business office asking if funds are available for projects.

**SECTION 1**  
**Business Office Staff**

**Carole Gomez**

Business Manager

Extension – 2909

[cmgomez@dulceschools.com](mailto:cmgomez@dulceschools.com)

**Patty Eaton**

Purchasing Specialist/Accounts Payable

Extension – 2910

[peaton@dulceschools.com](mailto:peaton@dulceschools.com)

**Lance Eaton**

Payroll & Benefits

Extension – 2906

[leaton@dulceschools.com](mailto:leaton@dulceschools.com)

## SECTION 2

### Making a Purchase – Cradle to Grave

#### SUMMARY

1. Attain a price quote, training flyer, shopping list with prices, etc.
2. Enter Requisition (REQ) in iVisions ([Section 2](#)).
3. Submit requisition for approval.

REQ will be approved in the following order:

- Supervisor
- Federal Programs if using Federal Funds
- Superintendent
- Business Manager
- Chief Procurement Officer



4. Purchase Order (PO) issued by Accounts Payable – site secretary will receive a copy via email.  
*Please allow 3 business days for a purchase order to be processed. **Only** in emergency situations, will a purchase order be issued the same day the requisition is submitted.*
5. If the PO is stamped “**EMAILED**”, it has been emailed to the vendor – If it is not stamped, the order must be placed by the requester unless other arrangements have been made with Accounts Payable.
6. Orders delivered to the Resource Room at the Administration Building.
7. Orders sorted at the Administration Office and delivered once or twice a week by maintenance to each site.
8. Order confirmed at the site by either the secretary, or individual who placed the order (check with secretary for their site procedures).
9. Send confirmation to Accounts Payable by SIGNING and DATING your packing slip, green sheet, invoice, etc. or email Accounts Payable ([peaton@dulceschools.com](mailto:peaton@dulceschools.com)), stating that items/services were received and it is “Okay to Pay”.
10. Invoice is paid by Accounts Payable and the PO is closed.



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## SECTION 3

### Enter a Requisition in iVisions


Log into iVisions: <https://ivisions.tylertech.com/dulce/>



**User Name:** First Initial and Last Name, e.g., John Smith = **jsmith**

**Password:** **Password1** (Case sensitive - this can be changed this after first login)

NOTE: <XXXX> = Click on tab or menu item between <>

 = Correlates with steps 1 through 15.

1. <My Workflow>
2. Make sure you are in the correct fiscal year
3. <OK>

4. <Purchasing & Payables>
5. <Purchasing>
6. <Control Panel>
7. <+>

iVisions Enterprise Menu

My Workflow (20)

- Attendance (20)
  - Hours Entry Approval
  - Budget Adjustments
  - Purchase Order Approval
  - Invoice Approval
  - Purchase Requisitions
  - ePARs
  - HR - PAR Completion
  - PR - PAR Completion
- General Ledger
- Purchasing & Payables
  - Purchasing
  - Control Panel
  - Print Requisitions
  - Print Purchase Orders

Actions iVisions Enterprise Display

Req. No.:  DAC: All

PO. No.:  Project: All

Vendor: All  Show Paid Column View: All

7 + - X Export To

Req. No.	Req. Date	Req. App.	Vendor Name	PO No.	R	PO Date
No records to display.						

8. Enter information in highlighted areas.
- If Vendor is not listed, contact Accounts Payable for direction.
- PO Notes and Internal Notes are sometimes optional.
9. <+>

Actions Edit Requisition

Requisition Information Proposed Vendor

Req. Number:  Order Via: Mail

Req. Date: 7/11/2018 Project: Undesignated

Vendor: Quill Corporation Date Required: 7/26/2018

DAC: BUSINESS OFFICE Order Type: Purchase Order

Ship To: Dulce School Administration Reference:

Requester: Eaton, Patty Award #:


PO Notes: "optional" Internal Notes: Justification, Quotes, etc. for Approvers to see


Buyer:  Has Documents: No

9 + - X Export To

Description	Part No.	Unit	Unit P
No records to display.			

10. Enter detail information.

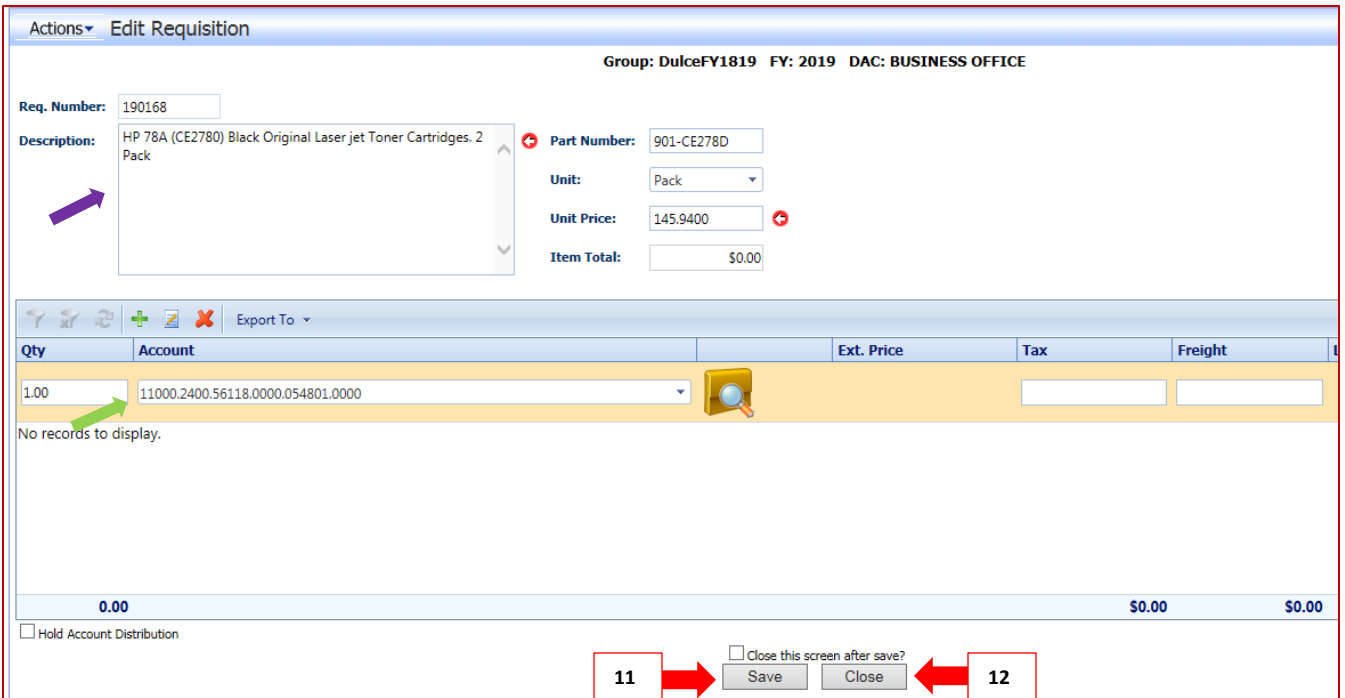
Make sure you itemize your order and enter an accurate description. 

Your supervisor will advise you as to the proper account to use. 

11. <Save>

If more than one line item, repeat step 10 and 11.

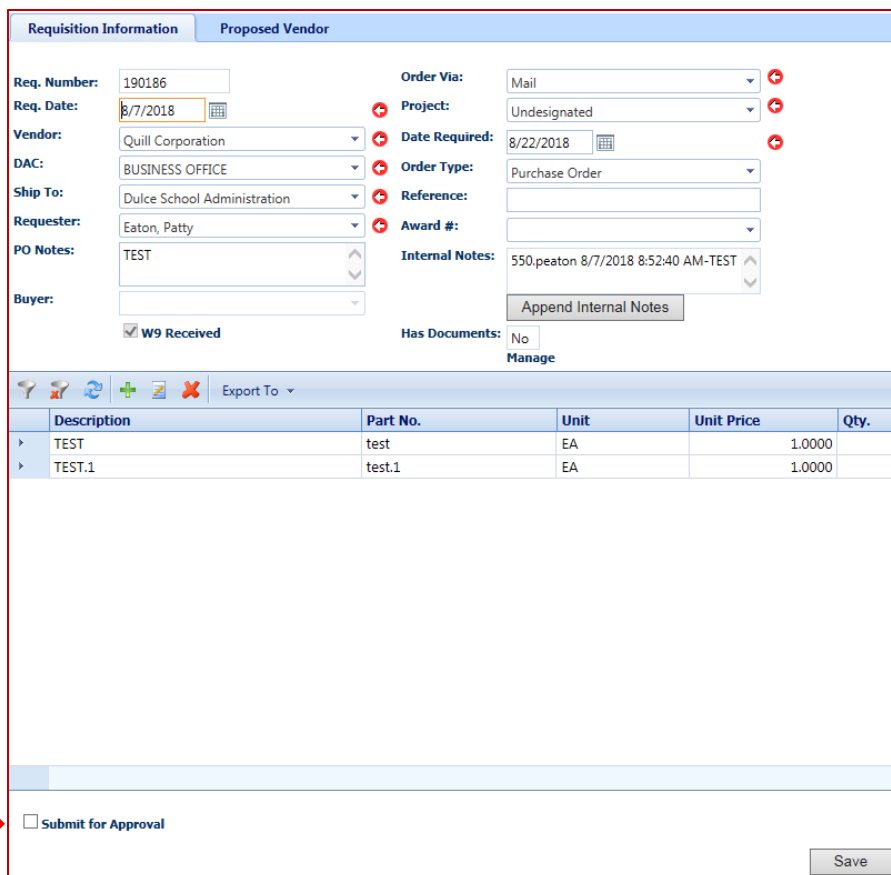
12. <Close>



10

11

12



13

14

13. <Submit for Approval>

14. <Save>  
Your REQ should now be at your Supervisor's level for approval

## SECTION 4

### DOCUMENT SAMPLES

1. Purchase Order – note “EMAILED” stamp and date. This PO was emailed to the vendor on July 30, 2018. If this stamp is not present, the requestor must place the order unless other arrangements have been made with Accounts Payable.
2. Invoice – email sent by employee with invoice attached and instructions of “Okay to Pay”
3. Response to email from Accounts Payable that order is complete and invoice is “Okay to Pay”
4. Packing slip sent by employee – Received and DATED
5. Invoice signed by employee – “Okay to Pay”

**NOTE:** We are normally required to pay invoices within 30 days or we could get an audit finding. Make sure to respond as soon as possible after you have received your supplies/services.

You may have noticed by now what the **#1 RULE** is and how important it is!

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**1**

**2**

**3**

**4**

**5**