

Classroom Supply Order Procedures

Each teacher receives a budgeted amount from SCSD2 to spend on supplies for their classroom. These funds are available January 1st of each year and need to be expended by the end of November. Please ask your department head or contact Lisa Spicer in the business office at extension 1040 or by email at lspicer@scsd2.k12.in.us if you have any questions concerning your account balance

The Business Office will place your order for you using a purchase order. We have corporate accounts with all the usual school vendors. These include all School Specialty Companies, Quill.com, Lakeshore Learning, Teacher Direct, Really Good Stuff, Oriental Trading, Amazon and many others. If you are unsure about a vendor just email myself and I can let you know. Several of these companies offer us additional discounts off the listed prices and free shipping by ordering through our school bid program.

You can also make purchases yourself and get reimbursed. Please note that we can't reimburse sales tax on supply items. Sales tax exemption forms are available upon request the business office.

Listed below are procedures you need to follow to place your order or to get reimbursed. The purchase order form can be obtained from the Administrative Assistant in your building or can be completed online and printed out from our SCSD2 website/Business Office. I have attached a sample copy of the form.

Purchase Orders (where we place your order)

- **Complete the purchase order entry form with vendor information, item numbers, item descriptions and pricing information including shipping costs and all applicable signatures. This form will be returned to you if it is not completed correctly and signed by your Principal.**
- **Submit completed form to the business office for approval. Please allow one week for order processing once the form leaves your building.**
- **A corporate purchase order will be issued and your order will be placed. A blue copy of the purchase order will be sent to your building. When item(s) are received they should be checked in immediately. Shortages or damages should be reported to the vendor immediately and the business office notified.**

- **After the order is complete, sign and return the blue copy to the business office authorizing payment to the vendor. No payments are made without the signed blue copy.**

Supply Reimbursements (you make the purchase and get reimbursed)

- **Please complete the purchase order entry form with your name as vendor for reimbursement of classroom supply items purchased by you at Wal-Mart, Target etc. List the items purchased with prices and attach itemized receipts. The form must also have all applicable signatures.**
- **Important***An Accounts Payable Voucher (form#523) (sample copy attached) must be completed, signed by you and submitted with the purchase order entry form.**
- **Sales Tax cannot be reimbursed. Sales tax exemption forms are available upon request at the business office.**
- **Upon approval, a reimbursement check will be issued.**

SCOTT COUNTY SCHOOL DISTRICT 2
PURCHASE ORDER ENTRY FORM

VENDOR NAME: _____ PURCHASE ORDER AMOUNT: _____
 ADDRESS: _____ BUILDING: _____
 TELEPHONE: _____ PERSON REQUESTING ORDER: _____
 FAX NUMBER: _____ DEPARTMENT: _____
 ORDER DATE: _____ ACCOUNT NUMBER: _____

ITEM #/CATALOG	ITEM DESCRIPTION	QUANTITY	\$ AMOUNT/UNIT	TOTAL COST

COPY

PERSON REQUESTING ORDER _____ DEPARTMENT HEAD _____ BUILDING PRINCIPALS _____ SUPERINTENDENT/CENTRAL OFFICE _____
 REVISED 6/2006 DIRECTOR _____

