

## **REQUISITIONS, PURCHASE ORDERS, PUBLIC WORKS CONTRACTS**

In order to provide for an accurate accounting of all funds expended and to facilitate prompt payment of bills, the following uniform requisitioning-purchasing procedures shall be used by all schools and departments. The procedures shall apply to all purchases that will be paid for by School Board funds:

### **REQUISITIONS FOR MATERIALS AND SUPPLIES**

- a. Shall be submitted to the Purchasing Department signed by the principal and/or the appropriate supervisors. Requisitions must be in line with allocations made to schools or departments for the specific purposes allocated in the budget.
- b. The requisitioner shall verify prices prior to submittal.
- c. The requestor with review and final approval of Purchasing shall:
  1. Compile specifications for quotes and bids.
  2. In order to expedite purchase requests, the requestor is encouraged to obtain quotes (sealed, phone or fax) which Purchasing may verify and obtain additional quotes if necessary. Purchasing will then process the requisition.
- d. Purchasing shall:
  1. Issue purchase orders and contracts
  2. Establish yearly contracts
  3. Establish and verify yearly a directory of sole source vendors (R.S. 39:1597)
  4. Categorize and maintain vendor lists and catalogs

### **PURCHASE ORDERS**

Shall be issued for materials and supplies and public works projects less than the amount specified in R.S. 38:2241 requiring a contract.

### **PUBLIC WORKS CONTRACTS**

- a. Contracts shall be entered into when the project exceeds the dollar amount specified in R.S. 38:2241.

- b. All contracts as specified in R.S. 38:2212(A)(1)(d) shall be recorded in the Clerk of Courts office in Lafayette Parish and shall include the following: performance and payment bonds issued in an amount equal to 100% of the project, insurance that meets or exceeds the requirements approved by the School Board Insurance Company and an affidavit of non-collusion.
- c. The Superintendent or his designee shall approve substantial completion of projects.

## **TEXTBOOKS**

- 1. In February of each year, each school must anticipate textbook needs for ordering state approved textbooks for the following session. The Materials Management Supervisor shall provide each principal with the textbook order form which will list the parish adoption(s) for each subject and/or grade. Schools must provide the completed reports by March 31<sup>st</sup> to be reviewed by the instructional supervisors.
- 2. Textbooks not listed on the parish adoption form can be ordered; however, approval must be obtained from the Assistant Superintendent for Instructional Services.
- 3. Emergency textbook needs shall be submitted to the Assistant Superintendent for Instructional Services. After the opening of the school session, emergency textbook needs must be submitted within the first twenty (20) school calendar days.

Issued and approved prior to 1975

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Lafayette Parish Public Schools, Louisiana