

**Excerpt from State Department of Education's Financial Procedures for Local Schools  
Section 5**

**PURCHASING**

**Purchase Orders**

The Principal should approve all expenditures that will be paid from school funds. A purchase order allows the Principal to approve expenditures prior to purchase. A purchase order provides protection to the vendor for not charging Alabama sales tax on the school's purchases. A completed, pre-numbered purchase order should be approved by the Principal before the purchase of materials, supplies, or equipment. Local board policy will determine if purchase orders should be completed for other expenditures. A purchase order register should be maintained to account for purchase orders.

Although purchases made by individual schools from funds other than those raised by taxation or received through appropriations from state, municipal, or county sources are generally exempt from the bidding requirements of the Alabama Competitive Bid Law, such purchases can come under the state bid requirements if any portion of the expenditure is derived from a governmental source.

Plans for proposed land improvements, building improvements, repairs, renovations, or construction of buildings or facilities on school property should be submitted to the School Superintendent. Approval, notification, or inspection by State or local agencies may be required, even if expenditures are paid by other organizations or individuals.

Contracts, including service contracts for landscaping, maintenance, tutoring, or copier leases, must have the approval of the School Superintendent before the services begin.

**Sheffield City School's  
Local School Accounting Procedures**

In accordance with the State Department of Education's Financial Procedure, the Sheffield City School Board of Education requires that a purchase order be approved by the Principal before the purchase of materials, supplies, or equipment. Since the State Procedures allows the local board to determine the procedures for other expenditures (which do not include the purchase of materials, supplies, or equipment), Sheffield City Schools will require that purchase orders be completed for all local school expenditures to provide documentation of activity and account codes as well as approval by principal.

Since Purchase orders for materials, supplies, or equipment are required to be approved before the purchase, the purchase order should be dated on or before the invoice date. Please instruct all vendors to date the invoice for the date that the order was placed by the school or the delivery date. They should not use the date a quote was provided since the quote would be dated before the Purchase order could have been realistically issued and approved.

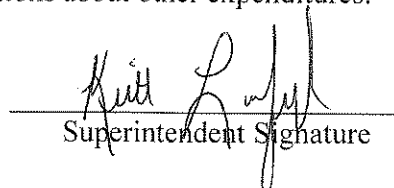
Exceptions will be allowed for Purchase orders for other expenditures (primarily services) for which preapprovals have been documented. These purchase orders may be dated after the date on the invoice. Other expenditures which have been identified and approved for this exception are listed below along with required documentation.

TYPE OF EXPENDITURE:	REQUIRED DOCUMENTATION
Lawn care services	Agreement approved by Superintendent
Professional Development travel reimbursements	Travel form signed by superintendent
School business mileage reimbursements	Form approved by Building Administrator
Trip Charge Reimbursement	Trip form approved by superintendent
Security Services for school events	Timesheet approved by building administrator
Utility services (electricity, water, sewage)	None - Board approval required before services are provided by company
Other Pre-approved services	Quote, Agreement, or Contract signed by Superintendent

Please contact Rettia Stanfield, CSFO, if you have questions about other expenditures.

  
CSFO Signature

  
Date

  
Superintendent Signature

  
Date