



Forsyth County Schools

# **Purchase Order Procedures Using Enterprise ERP Allotment Funds**



# School Allotments

Allotments are made to each school for the sole purpose of classroom materials, equipment, media center expenses, copy paper, and staff development.

The allotments are based on the enrollment at each school. The initial amount is based on projected enrollment and may be adjusted up based on the October FTE count.

The current allotments are based on \$83.00 per student in elementary school, \$100.00 per student in middle school and \$113.00 per student in high school.

Schools are free to budget these funds based on their needs for these three functional areas: classroom instruction, media center and staff development.

# Purchase Order Procedures

1. All purchases made that obligate the Forsyth County Board of Education must be made utilizing an Enterprise ERP-generated purchase order.
2. Staff members should fill out a purchase request form.
3. The principal/director should approve the request forms and return them to the bookkeeper.
4. Once the bookkeeper has the approved request form, a requisition should be entered into Enterprise ERP.
5. The principal/director will approve the requisition in Enterprise ERP. Depending on the dollar amount, there may be more than one approver.

**\$0.00 - \$2,499 = Principal/Director**

**\$2,500 - \$4,999=T&L Associate Superintendent**

**\$5,000 - \$49,999=Purchasing Director**

**\$50,000 + = Superintendent**

6. As requisitions are processed, the purchase orders will be emailed directly to each bookkeeper. The bookkeeper will receive 3 different emails.
  - a. Vendor Copy= the bookkeeper will either fax, mail, email, or call to place the order.

- b.** Receiving Copy= once items are received, bookkeepers or directors will sign at the bottom, indicating if the PO is complete or partial pay, and send it to the Finance Department.
  - c.** File Copy= your copy to file along with order request and packing slips.
- 7. No order should be placed using a requisition number. You must have the actual Purchase Order in hand with the county Purchase Order number to give to the company before placing orders.
- 8. The Purchase Order date must be before the invoice date. These dates are checked, and any invoices dated before the Purchase Order date will be returned to the school to pay.
- 9. The receiving copy of the Purchase Order must be turned in with a signature verifying that the merchandise was received. The original invoice must be obtained before payment can be made.
- 10. If the Purchase Order states, "**see the attached listing**" (if more than 25 items only) the list **MUST** be turned in with the receiving copy. Please make notes of any missing items.
- 11. The Finance Department will send out reports showing what purchase orders are still open and what is needed to process payment.
- 12. Payments are processed every Friday.
- 13. Each year a cutoff date for purchase orders to be entered in Enterprise ERP is announced. All orders must be paid for in full by June 30th. Emails will be sent alerting you of this date.

# Staff Development

**\*\* Any travel expenses associated with staff development such as meals, lodging, airfare, etc. **CAN NOT** be paid by the school. The employee must incur all expenses and then submit a travel expense form for reimbursement.**

**If the school is needing reimbursement of registration fees:**

- 1.** Bookkeepers should enter a requisition using the school as the vendor.
- 2.** Once you have the Purchase Order in hand you will issue a check to the vendor.
- 3.** Send the receiving copy of your Purchase Order along with a copy of the school check and the registration form(s) to finance, then the BOE will reimburse the school.

# Invoicing of Schools

## **Black and White Copies**

A copy allotment is prescribed by Purchasing and overages are billed once a year. The school will receive the bill around October for the previous year following the copy contract date. Currently, the school is allowed to use up to \$2,000 of district allotted funds towards this overage. The balance must be paid out of the school's local funds.

## **Color Copies**

Color Copies ordered from The Print Shop must be paid for entirely by the school or department on a quarterly basis.

## **Instructional/Staff Development**

Any instructional/staff development overages will be billed to the school in August for the prior fiscal year. This must be paid from the school's local funds.