



## BAKERSFIELD CITY SCHOOL DISTRICT

EDUCATION CENTER – 1300 BAKER ST. BAKERSFIELD, CA 93305

### *Department of Stores and Purchasing*

### **PURCHASING BY DISTRICT EMPLOYEES**

The practice of district employees purchasing supplies and materials on their own authority (and who request district reimbursement) is in violation of the district's Policies and Procedures, Section 700.2.

**Any purchases made without following the Policies and Procedures will result in the employee buying the supplies and materials at their own expense.**

The District has a centralized purchasing procedure administered by the Director of Stores and Purchasing. The Director is responsible not only for the actual purchasing of goods and services but also works with principals and department heads regarding purchasing needs. The Director investigates sources of supplies and follows proper procedures regarding quotations and bids. These functions are not to be performed by other employees unless set forth in the Policies and Procedures or approved by the Superintendent.

This includes all purchasing regardless of funding source (General Fund, Specially Funded, etc.). Your cooperation is necessary. The following are selected paragraphs from Policies and Procedures, Section 700.2:

“All purchases shall be initiated through the use of numbered, properly signed purchase orders. Any employee of the school district making a purchase without authorization shall be responsible for the payment of any claims made.”

“All purchase orders and all purchases shall be processed through the Purchasing Department after being signed by the superintendent, or his/her designee.”

“All incoming supplies and equipment shall be received and processed through the stores department and all deliveries of supplies and equipment shall be made to the schools and departments by the stores department or as directed by the stores department.”

**Your cooperation in adhering to the above guidelines is essential in helping the district operate an efficient purchasing program.**

Please call David West at extension 14712 if you have questions regarding purchasing procedures.

### **SIGNATURES APPROVING FINANCIAL TRANSACTIONS**

In order to comply with audit guidelines for internal controls, all signatures relating to approval of financial transactions must have the individual's **first and last name or first initial and last name spelled out legibly**. Initial of first and initial of last name will not be accepted. Examples of transactions included in this rule would include all requisitions, packing slips, invoice approval, revolving fund request form, and budget transfer requests. If you have any further questions, please feel free to call Sherry Gladin at extension 14696 or David West at extension 14712. Your cooperation in this compliance issue is appreciated.