

Purchase Order/Purchasing Card/Employee Reimbursement Guidelines September 2022

1. The AS/400 Purchase Order system and Supply E-catalog system remain the preferred ordering and payment methods for both General Funds and Internal Funds. AS/400 Purchase Orders must be used for furniture, computer equipment, items with a product or service warranty, vendors that require a prepayment or deposit and Amazon purchases (use the district's Amazon Business Prime account).
2. The Purchasing card (P-card) and Employee Reimbursement methods **can be** used to expedite food, travel, repair parts, and membership purchases. Both methods cannot be used for the same purchase, and p-card issuers shall not submit reimbursement requests.
3. All methods require supervisor's approval BEFORE making purchase AND follow district guidelines. Guidelines include delivery to district buildings, competitive quotes (\$5,000+ require coordination with Purchasing Department), use of contract pricing, detailed receipts, packing slips, ASN's, signatures, sales tax exemption (not applicable with employee reimbursement), reconciling vendor mistakes, receiving credit, disclosure of familial relations, absence of conflict of interest, reporting of fraud, etc.
4. **EXCLUSIONS:** These **CANNOT** be purchased for any reason:
 - a. Retirement or birthday parties, funerals, or related gifts/supplies
 - b. Staff appreciation gifts
 - c. Donations to non-profit organizations
 - d. Purchases that will ultimately become personal property (staff spirit wear is allowed)
 - e. Cash transactions
 - f. Gasoline, alcohol, tobacco, weapons, or any illegal items
5. **RESTRICTED USES:**
 - a. GIFT CARD purchases are only allowed in denominations of \$25 or less for:
 - i. Students to recognize/reward/accommodate a need.
 - ii. Volunteer appreciation (not allowed for an employee or contractor).
 - iii. Student meal costs associated with district travel (i.e. DECA, HOSA trip).
 - iv. Community outreach (i.e. homeless or family in need).
 - b. SALES TAX is not reimbursable using General Fund accounts.
 - c. OUT OF DISTRICT TRAVEL - Meals must be served and consumed onsite.
 - i. MICHIGAN: Hotel: \$180 max / night + fees (no sales tax). Meals: \$35 max/daily, tips 20% max
 - ii. OUTSIDE MI: Hotel and Meals: www.gsa.gov/travel/plan-book/per-diem-rates or the MICHIGAN reimbursement rates, whichever is greater.
 - iii. Grant and IAM Funds subject to minimum mileage, may impose specific city restrictions and/or may require an overnight stay.
 - d. DISTRICT MEALS are reimbursable based upon the following:
 - i. In-district meeting must start before and continue after the meal is consumed (ie lunch is served during an all-day PD session).
 - ii. Include a detailed agenda, participant names, and itemized receipt.
 - iii. All-staff meals are allowed **a maximum of 4 instances per school per school year.**

Non-compliance, at a minimum, leads to personal responsibility of cost, loss of privileges, and/or having to return items purchased.