

## **PURCHASING REGULATIONS**

All purchasing regulations are set by the protocols established by the Superintendent.

It is imperative that the following procedures be followed in all schools:

1. All requisitions must be signed by the Principal.
2. All maintenance items and repairs will be handled directly from the Central Office. This will include purchase of items such as fuel, oil, all maintenance supplies, repairs to maintenance of equipment, etc.
3. All utility bills such as water, gas, electricity, and telephone will be controlled from the Central Office. Should any Principal need a record the usage will be forwarded to him/her. Toll calls on telephone bills will be forwarded to the Principal so that long distance calls can be checked.
4. All invoices addressed to the school and arriving at the school will be forwarded immediately to the Central Office.
5. The Principal will stamp and sign the invoice next to the notation "Received By."
6. All invoices must be checked for material as quickly as possible so that invoices may be processed through the Central Office and through the town within a 30-day period.
7. Where discrepancies appear on materials received it is important that a letter be sent immediately.
8. Purchase orders must be placed with consideration to the budget. Reports will be given to the budget. Reports will be given to the principals quarterly stating the expenditures to date. These figures should not exceed for a particular quarter the amount budgeted. Requisitions will be returned if it is seen that the budget is being overextended.
9. Where it indicates date entered on a requisition, this should be filled in as an actual date, and where it is indicated by the Principal as ASAP, it will be understood as asking for delivery convenient to the vendor.

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***Hull Public Schools***