



De Smet School District 38#2

PO Box 157 De Smet, SD 57231

(P) 605-854-3674

DeSmet.k12.sd.us

## PURCHASING PROCEDURES

### **Step 1 - Complete a Requisition Form**

\*Be sure to provide details like quantity, order # or ISBN, and description of the product needed.

\*For vendors that have online websites, please put items in a cart and then print a copy of the cart so we can see all order details.

>Online ordering options are available with Innovative, Office Peeps, School Specialty and more!

>For Amazon orders, put all items in a Wish List and then include a link to your Wish List with the Requisition. All orders will be placed through the school's Amazon account.

>Teacher Pay Teacher orders will also run through the school's account.

**Step 2 - The requisition form needs to be approved by your building principal. All purchases must be pre-approved by your building principal!**

**Step 3 - Submit the approved requisition form to the Business Office to receive a Purchase Order or to check-out a pcard to complete the ordering process.**

\*Most, but not all, purchases for the school are tax-exempt. Purchases for school expenses should be

**Step 4 - All orders will need to be checked in and verified by the office. Packing slips will need to be turned in to the Business Office before payment will be issued.**

*Questions? Contact Cassi Johnson, Business Manager at [Cassi.Johnson@k12.sd.us](mailto:Cassi.Johnson@k12.sd.us)*

# DE SMET SCHOOL DISTRICT #38-2

405 THIRD STREET SW - PO BOX 157

DE SMET, SD 57231

Phone: (605) 854-3674

Fax: (605) 854-9138

## REQUISITION FORM

REQUESTED BY: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

DEPARTMENT/CLASS: \_\_\_\_\_

*\*If multiple departments, please specify which items are for which department/class.*

VENDER: \_\_\_\_\_

*\*Please use a new form for each vendor.*

| Quantity     | Description (include product number or ISBN if possible ) | Unit Cost | Total |
|--------------|---|-----------|-------|
|              |   | \$        | -     |
|              |   | \$        | -     |
|              |   | \$        | -     |
|              |   | \$        | -     |
|              |   | \$        | -     |
|              |   | \$        | -     |
|              |   | \$        | -     |
|              |   | \$        | -     |
|              |   | \$        | -     |
|              |   | \$        | -     |
|              |   | \$        | -     |
|              |   | \$        | -     |
|              |   | \$        | -     |
|              |   | \$        | -     |
|              |   | \$        | -     |
|              |   | \$        | -     |
|              |   | \$        | -     |
|              |   | \$        | -     |
|              |   | \$        | -     |
|              |   | \$        | -     |
|              |   | \$        | -     |
|              |   | \$        | -     |
| <b>TOTAL</b> |   |           | \$ -  |

\*\*\*If possible, include a copy of your cart, wish list, or order form so we can see exactly what you are requesting.

Special Instructions: \_\_\_\_\_

Approved By: \_\_\_\_\_  
 Building Principal or Supervisor

\_\_\_\_\_  
 Date

**BUSINESS OFFICE USE ONLY**

Accounting Code: \_\_\_\_\_

PO Number: \_\_\_\_\_

**OFFICE USE ONLY**

Date Ordered: \_\_\_\_\_

Method of Ordering: \_\_\_\_\_