

**Manchester City Schools
Federal Programs
Purchasing and Procurement Administrative Procedures**

Purchasing and Procurement Procedures for Federal Programs

Employee

- Determines the item(s) is necessary, reasonable, and allocable for the specific program.
- Completes a requisition.
- Submits requisition to the building principal.

Principal

- Reviews the requisition and determines if purchase is justifiable.
- If the purchase is determined to be not justifiable the requisition is denied and returned to the employee.
- If the purchase is determined to be justifiable the requisition is signed and sent to the appropriate Federal Program director.

Federal Program Director

- Reviews the requisition and determines if purchase is justifiable.
- If the purchase is determined to be not justifiable the requisition is denied and returned to the principal.
- If the purchase is determined to be justifiable the requisition, the Federal Program Director will request a Purchase Order number from the Purchasing Agent.
- The Purchase Order number will be added to the requisition and the requisition is signed and sent to the Business Manager.

Business Manager

- Reviews the requisition and determines if purchase is justifiable.
- If the purchase is determined to be not justifiable the requisition is denied and returned to the Federal Program Director.
- If the purchase is determined to be justifiable the requisition is signed and sent to the Purchasing Agent.

Purchasing Agent

- Reviews the requisition and determines if purchase is justifiable.
- If the purchase is determined to be not justifiable the requisition is denied and returned to the Business Manager.
- If the purchase is determined to be justifiable a Purchase Order is issued and submitted to the Director of Schools for signature.

Director of Schools

- Reviews the Purchase Order and requisition.
- Consult with the Purchasing Agent, Business Manager, or Federal Program Director as needed.
- Sign the Purchase Order authorizing the purchase or reject the Purchase Order and return it to the Purchasing Agent.

Purchasing Agent

- If the Purchase Order is approved, submit the order to the appropriate vendor.
- If the Purchase Order is denied, return the requisition to the Business Manager.
- Notify the appropriate Federal Program Director when the Invoice for the order is received.
- Pay the vendor upon signed acknowledgement from the appropriate Federal Program Director that the order is complete.

Note: Rejected requisitions will be returned from the point of rejection through each step of the procedure in reverse order.