

Purchasing and Payment Methods

	Direct Voucher	P-Card	Purchase Order	Contract
<p>SERVICES</p>	<p>The following types of purchases may be paid by direct voucher (via Accounts Payable) if the vendor <u>will not</u> accept a P-Card:</p> <ul style="list-style-type: none"> Dues Fees Postage Event Sponsorships Tickets and Admission for plays, museums, performances, etc. Registration for trainings or classes Hotels, catering, and space rental where the hotel or catering vendor does not require a contract and does not take a P-card 	<p>P-Card use is encouraged for the following types of purchases*:</p> <ul style="list-style-type: none"> Dues, fees, event sponsorships Shipping and postage Tickets and admissions (e.g., zoo, museums, theater) Hotels, catering, or space rentals may be paid on P-Card: <ul style="list-style-type: none"> • When the vendor does not require a contract, or • After a contract is signed by Purchasing & Contracting Very simple, one-time services: <ul style="list-style-type: none"> • Laundry • Uniform Embroidery • Printing Small furniture rentals (<\$10,000) where the vendor doesn't require a contract Payment on contracts for routine, ongoing or as-needed services <u>with pre-approval</u> from Purchasing & Contracting Travel and Training <u>with pre-approval</u> via Pre-Travel/Training Authorization Form submitted to AP (Music/theater/production licenses will be paid by P-Card by AP after contract is signed by Purchasing & Contracting) <p>*Infrequently, vendors will charge a credit card fee for P-card use. If vendors charge a fee, please use a direct voucher or PO instead.</p>	<p>The following types of purchases may be made by PeopleSoft PO unless the vendor requires its own contract form:</p> <ul style="list-style-type: none"> Facilities and Asset Management and Office of School Modernization only: Small construction projects < \$10,000 Simple, routine, ongoing, or as-needed services <u>with pre-approval</u> from Purchasing & Contracting Simple digital resources (e.g., online apps and subscriptions) Items that could be purchased via P-Card (column to the left) but <u>vendor does not accept P-Card</u> Small furniture rentals <\$10,000 	<p>A contract – preferably on the District's own contract form – is required for the following services:</p> <ul style="list-style-type: none"> Personal services, including: <ul style="list-style-type: none"> • Medical, legal, financial, educational, special programming • Other unique or specialized services • Services that involve contractor interaction with students Hotels, catering, and space rental (unless the hotel or catering vendor does not require a contract) All other services that are not on the Direct Voucher, P-Card, or Purchase Order lists (columns to the left)

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GOODS	<p>A direct voucher may be used as a means to pay for one-time goods purchases if the vendor will not accept a PO or P-card</p>	<p>A P-Card may be used for the following types of purchases*:</p> <p>All goods purchased via Private Marketplace</p> <p>Basic, readily available goods purchased in person, online, or over the phone, e.g.,</p> <ul style="list-style-type: none"> • Office and classroom supplies • Maintenance supplies • Books <p>Payment on price agreement/material requirements contracts <u>with pre-approval</u> from Purchasing & Contracting</p> <p>(Student body funds may be used for any of the above P-Card purchases that qualify as SBF expenses, but prior approval of the principal is required for purchases greater than \$500.)</p> <p>*Infrequently, vendors will charge a credit card fee for P-card use. If vendors charge a fee, please use a direct voucher or PO instead.</p>	<p>A PO should be used to purchase the following types of goods:</p> <p>Goods that require detailed ordering info such as part numbers, sizes or colors, delivery dates, customization, unit pricing</p> <p>Mass-marketed software (e.g., Adobe, Word)</p> <p>Computer hardware and peripherals not purchased through Private Marketplace</p> <p>Goods purchased pursuant to a price agreement/material requirements contract that requires a PO for each order</p> <p>A Blanket PO may be used when you anticipate purchasing a variety of readily available items from a specific vendor over the course of the year, on an as-needed basis, and total spend is estimated</p> <p>(Student body funds may be used for any of the above PO purchases that qualify as SBF expenses, but prior approval of the principal is required for purchases greater than \$500.)</p>	<p>A contract can establish an ongoing price agreement against which goods can be ordered on an ongoing basis.</p> <p>Price agreements are typically centrally procured and managed and are used for:</p> <ul style="list-style-type: none"> • Food products • Maintenance parts • Library books

Student Body Funds purchases only: When a principal pre-authorizes (on the SBF Purchase Approval Form) purchases over a period of time from a particular vendor and up to a particular dollar amount, the vendor may invoice directly after each purchase. Invoices may be paid at the school by P-Card or Student Body Funds check.