

SECTION 4.2 – ALLOWABLE PURCHASING METHODS

ALLOWABLE PURCHASING METHODS FOR ASB

Once a given desired purchase has been determined to be an allowable use of ASB funds ([See Section 2 – Allowable Uses of ASB Funds](#) as an overview guide) and budget capacity has been determined to be available, there are various methods available for the acquisition of goods and services including purchase requisition/purchase order, imprest checking account and various reimbursement processes. This section will define the limitation for each as well as which process is required/recommended for a specific purchase.

PROHIBITED PURCHASES

The use of ASB funds is not allowable under certain circumstances, including, but not limited to:

- Purchasing gifts, including gift certificates, and gift cards
- Purchasing personal items or services
- Donations to charities (see [Section 14 Charitable Fundraising](#) for exceptions)
- Purchasing alcoholic beverages, tobacco, or illegal substances
- Purchasing items from district employees or relatives, except as allowed under special circumstances – pre-approval by purchasing required.

GUIDANCE TABLE FOR ALLOWABLE PURCHASING METHODS

The table on the following page has been created to guide in selection of an appropriate purchasing method for a given purchase. For specific requirements pertaining to each purchase refer to [Section 4.3](#) for purchase orders, [Section 6](#) for imprest checking accounts and [Section 7](#) for reimbursements.

Purchase Description	Electronic Purchase Order	Procurement Card	Imprest Checking Account	Reimbursement Vouchers	Statement of Travel Expenses
<u>Supply Orders</u> Over \$500 in value	Required (3)	No	No	No	No
Between \$200 and \$500	Recommend (3)	Allowed (3)	No	No	No
Between \$25 and \$200	Recommend (3)	Allowed (3)	No	Allowed	No
Between \$0 and \$25	Allowed	Recommend	Allowed	With Imprest Account	No
<u>Furniture/Equip. Single Item</u> Over \$500 in value	Required (3) &(5)	No	No	No	No
Between \$200 and \$500	Recommend (5)	Allowed (4) & (5)	No	No	No
Between \$25 and \$200	Allowed (5)	Allowed (5)	No	Allowed (5)	No
Between \$0 and \$25	Allowed	Recommend	Allowed	With Imprest Account	No
Textbook Adoption	Required (6)	No	No	No	No
Support, Resource, Reference, or other books	Recommend (6)	Recommend (6)	Allowed (6)	Allowed (6)	No
Subscription	Recommend	Allowed	Allowed	No	No
Large Software Purchase	Required (7)	No	No	No	No
Small Software Purchase	Recommend (7)	Allowed (7)	Allowed (7)	Allowed (7)	No
Field Trip Admissions	Recommend	Allowed	No(9)	No(9)	No(9)
Contractual Services	Required	No	No	No	No
Public Works (Construction)	Required (2)	No	No	No	No
Travel Expenses (except meals)	Recommend	Recommend	No	No	Recommend
In District Travel Mileage	No (1)	No (1)	No (1)	No (1)	No (1)
Food and Beverages to Support Instruction (Classroom Use)	Recommend	Allowed	Allowed	Allowed	No
Food and Beverages purchased by Food and Nutritional Services	Recommend	Allowed	Allowed	Allowed	No
Food and Beverages for Administrative and Community Meetings	Allowed (8)	Allowed (8)	Allowed (8)	Allowed (8)	No
Payment to Employees for Services (Stipends, OT, etc.)	No (10)	No (10)	No (10)	No (10)	No

Footnotes

1. In district travel mileage shall be reimbursed on the [Mileage Report](#)
2. All work, construction, alteration, repair, or improvement of district buildings shall be administrated by either the maintenance department or the facilities and planning department and coordinated through purchasing Administrative approval is required for expenditure of building or department budgets (except maintenance or facilities and planning departments)
3. Subject to purchasing laws as defined in [Section 4.1](#)
4. Contact purchasing to tag and inventory "theft sensitive"
5. Verify district standards for technology and audiovisual purchases with information systems and technology
6. Verify district software standards information systems and technology
7. Some incidental field trips expenses may be reimbursed under this method
8. Contact human resources