School Year 2023-2024
TELLURIDE SCHOOL DISTRICT
PURCHASING PROCEDURES

If you have questions regarding TSD’s purchasing procedures, please contact your Administrative Assistant or Accounts Payable at 970-369-1216 or accountspayable@telluride.k12.co.us

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TELLURIDE SCHOOL DISTRICT

GENERAL PURCHASING PROCEDURES

1. Please confirm the necessary funds are available in your budget with the Administrative Assistants (Admins) or Principals before you begin this process.

2. Requester saves a copy of TSD Purchase Request Form, indicates the vendor name and details a complete list of items to be ordered from that vendor including live website product links, item description, quantity and price of each item. Be sure the total cost includes shipping cost and indicate who will purchase the product. A separate google sheet should be completed for each vendor you are purchasing from. Alternatively, if you have a vendor quote, that may be used in lieu of the TSD Purchase Request Form.

3. Share this google sheet with your Admin or save it as a PDF to retain the live links and Admins will enter your TSD Purchase Request into School ERP Pro as a Requisition for approval.

4. Principal or Departmental Director, Director of Finance and Superintendent approves requisition.

5. Accounts Payable (AP) prints approved Purchase Orders (POs) and notifies Purchaser that TSD Purchase Request has been approved.

6. Appropriate party completes the purchase. Order confirmations and/or invoices must be submitted to AP noting the requisition or purchase order number.

7. Once the materials are received, indicate on the PACKING SLIPS whether the product was received in full and undamaged. Note any exceptions and submit to AP. This indicates to the business office that your order was received in full and the Vendor can be paid.

8. In the event of damage or shortage, submit all return labels and damaged goods to Purchaser for processing of claims and notify AP.

NOTE: TSD IS A TAX-EXEMPT ENTITY AND WE WILL ASK THE PURCHASER TO OBTAIN A TAX REFUND IF TSD WAS CHARGED FOR SALES TAX. ADDITIONALLY, TSD WILL NOT REIMBURSE YOU FOR ANY SALES TAXES CHARGED. SEE YOUR ADMIN FOR A COPY OF TSD’s TAX EXEMPT CARD (Also see page 6).
The Requisition to Purchase process can take 5-15 business days. If you have specific time constraints, please indicate this on the TSD Purchase Request form.
## SAMPLE TSD PURCHASE REQUEST FORM

<table>
<thead>
<tr>
<th>INSTRUCTION</th>
<th>ADMIN OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. After you’ve received a signed approved form from the Admin Office, bring the completed form to the Business Office with the following supporting documentation:</td>
<td>DATE ENTERED</td>
</tr>
<tr>
<td>2. Check the grant &amp; signature line to ensure all signatures have been completed.</td>
<td>REQUEST #</td>
</tr>
<tr>
<td>3. Attach a copy of any supporting documentation.</td>
<td>BUDGET CODE NAME OR GRANT CODE NAME</td>
</tr>
<tr>
<td>4. Check if the purchase will be made for one of these reasons:</td>
<td>NOT SURE IF WE CAN USE GRANT $ FOR ANY OF THESE?</td>
</tr>
<tr>
<td>5. Attach a copy of any other relevant documentation to your e-mail.</td>
<td></td>
</tr>
</tbody>
</table>

### TSD PURCHASE REQUEST FORM

<table>
<thead>
<tr>
<th>ITEM</th>
<th>UNIT PRICE</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td>$0.00</td>
<td>100</td>
</tr>
<tr>
<td>Item 2</td>
<td>$0.00</td>
<td>50</td>
</tr>
<tr>
<td>Item 3</td>
<td>$0.00</td>
<td>20</td>
</tr>
</tbody>
</table>

**TOTAL**

- **Subtotal:** $0.00
- **Shipping:** $0.00
- **Total:** $0.00
Wallet size cards are available from Admins and AP upon request.

**TSD CORPORATE ACCOUNTS**

**AMAZON.COM**

TSD has an Amazon Prime Business Account which ensures its purchases are made tax free and with free shipping. *The Purchaser still needs to be careful that items added to the cart qualify for free prime shipping.*

If you would like an account that is attached to the TSD Amazon Prime Business Account, please request access from AP, Erin Dashner. *This is not the same as your personal Amazon account. For school purchases you must have a unique Amazon account attached to your school district email address.*

Requester adds items to cart and submits the cart to Admins for approval in lieu of completing the TSD Purchase Request Form in step 3 of Purchasing Procedures.

Once the Purchase Order is approved, AP will notify Requester so that they may complete the purchase in item 5 of Purchasing Procedures. Remaining steps must continue to be followed.
TELLURIDE SCHOOL DISTRICT

SCHOOLSPECIALTY.COM

TSD has a School Specialty Account which ensures its purchases are made tax free. If you would like access to this School Specialty Account, please request access from AP, Erin Dashner.

Requester adds items to cart and submits the cart to Admins for approval in lieu of completing the TSD Purchase Request Form in step 3 of Purchasing Procedures.

Once the Purchase Order is approved, AP will notify Requester so that they may complete the purchase in item 5 of Purchasing Procedures. Remaining steps must continue to be followed.

TSD BANK OF AMERICA CREDIT CARDS

Each School Credit Card is attached to an employee and their social security number. If you require a school credit card, please document the reasons for your need and obtain approval from your Principal or Director. This request should then be sent to the Director of Finance.

As a cardholder, you agree that all purchases or charges will be made:

1. only for the benefit of TSD - any personal purchases inadvertently made will be identified and reimbursed promptly.
2. in accordance with the Purchase Procedures described above.
3. on a tax-free basis. You will be asked to obtain a tax refund if tax is initially charged.

Cardholders also agree to:

1. submit receipts or invoices that detail the items purchased (including detailed restaurant meal receipts) and the card number charged together with a budget account code to Admins within five (5) business days for processing.
2. Notify Bank of America and AP immediately should your card be lost or stolen.
3. In the event a receipt is lost, you will complete a Lost Receipt Form.
TELLURIDE SCHOOL DISTRICT

TSD GAS CREDIT CARDS

TSD has several corporate gas credit cards. If you are driving a school vehicle for a school or athletic event, you may check one out.

Jaime Stewart, Athletics Assistant maintains these cards. If you borrow this card you agree to:

1. Use this card only for gas purchases in a school vehicle.

2. Return the card together with your receipts to Jaime Stewart upon your return to school.

TSD BUSINESS TRAVEL

School vehicles are available for use when traveling for TSD school business.

1. Visit tellurideschool.org website. Choose “FOR STAFF” on the district homepage and then select “Transportation Request” to complete the request.

2. Once your dates are approved, you will have access to a school vehicle. If there is not a vehicle available for your dates and you use your own vehicle, then your mileage will be reimbursed in accordance with the IRS mileage reimbursement rate. If you choose not to request a school vehicle, then your personal vehicle mileage is not eligible for reimbursement.

CAR RENTALS AND VEHICLE USE

In the unusual situation that you rent a car for TSD business purposes, you may DECLINE ALL INSURANCE COVERAGES as this is covered through TSD’s general auto liability coverage and adds unnecessary cost to the rental vehicle.

In the event of an accident or damage to a school vehicle or rental car you are required to file a police report and provide a statement of the event and a copy of this report to the Director of Finance.
**PER DIEM REQUEST FORM FOR TSD BUSINESS TRAVEL**

Refer to [Board Policy DKC](#) for the full Mileage and Travel Policy.

Per Diem is available for traveling while on school business. Do not request meal reimbursement for group meals provided during your travel or meals provided by the conference itself.

PLEASE COMPLETE CHART (MULTIPLY DAYS X AMOUNT THEN TOTAL):

<table>
<thead>
<tr>
<th>NUMBER OF DAYS</th>
<th>BREAKFAST = $15.00/DAY</th>
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<table>
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<tr>
<th>NUMBER OF DAYS</th>
<th>LUNCH = $20.00/DAY</th>
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<tr>
<th>NUMBER OF DAYS</th>
<th>DINNER = $40.00/DAY</th>
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**TOTAL AMOUNT REQUESTED**

**EMPLOYEE NAME:** ________________________________________________________________

**CHARGED TO ACCOUNT NUMBER:** ___________________________________________________

**DATES OF TRIP:** __________________________________________________________________

**PURPOSE OF TRAVEL OR NAME OF CONFERENCE/EVENT/CLASS:** ___________________________

________________________________________________________________________________

**AUTHORIZATION IF USING PROF. DEVELOPMENT FUNDS (SUE KUNZ):** _____________________

**EXPENSE REIMBURSEMENT REQUESTED:** _______________________________________________ OR **PETTY CASH REQUIRED (SIGN AND PROVIDE TO TREVOR PEDIGO IN BUSINESS OFFICE).**

________________________________________________________________________________
TELLURIDE SCHOOL DISTRICT

REIMBURSEMENT REQUEST

There may be times when you purchase items with your personal funds and those should be submitted for reimbursement using the TSD Expense Reimbursement Request Form.

Be sure to carry your tax-exempt card to use at check out to ensure your purchases do not include sales tax. When TSD makes purchases directly, shipping is complimentary. Therefore, TSD does not reimburse sales tax or shipping costs.

**Time is of the essence:** Reimbursement requests should be submitted to the Admins at the time of purchase and no later than 30 days from the purchase date on the receipt or invoice.

1. Complete the TSD Reimbursement Request form. Please type or write legibly. Describe the purpose of the purchase.

2. Do not include any sales taxes or shipping costs you may have paid.

3. Attach the detailed original RECEIPTS showing the items purchased and the method of payment.
   - For Amazon purchases you must provide the SHIPPED confirmation page from Amazon including the credit card charged.
   - For Restaurant purchases you must include the detail of the meals purchased.

4. Submit to your Admin for processing.

**NOTE:** TSD cannot reimburse on an ORDER, QUOTE, or ORDER IN PROCESS. You must present an Invoice or Receipt with the total amount paid and method of payment. See the TSD Expense Reimbursement Request Form for detailed information.
## TELLURIDE SCHOOL DISTRICT

### EXPENSE REIMBURSEMENT REQUEST FORM

**Date:**

**ACCOUNT CODE(s):**

*Note: If more than one code applies include $ amount per code.*

**EMPLOYEE NAME (legible):**

**EMPLOYEE SIGNATURE:**

**LAST 4 DIGITS OF CREDIT CARD USED:**

**Item(s) Purchased (Please note: “See attached” is not an appropriate response. Good examples: 3rd Grade reading books for library; Utensils for Culinary Class; 1st Grade classroom supplies include pencils, construction paper, scissors, etc.)**

<table>
<thead>
<tr>
<th>#</th>
<th>DATE</th>
<th>VENDOR</th>
<th>DESCRIPTION</th>
<th>COST</th>
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</table>

TOTAL REQUESTED $ AMOUNT:

*If there is not a # specified as receipt or invoice #, indicate on the receipt the # that you are using as RECEIPT.*

1. **TSD does reimburse for sales tax or shipping costs.** Please speak to your Admin or Accounts Payable for TSD Tax Exempt # used for school purchases.

2. **Legible copy of the receipt(s) is required for reimbursement.** Only invoices or receipts can be reimbursed. Quotes, Orders, Carts, or Shipment in Process are not invoices/receipts and are not reimbursable.

3. **If you have any questions regarding this document or requirements for reimbursement, please see your Admin or Accounts Payable.**
TELLURIDE SCHOOL DISTRICT
MISSING DOCUMENTATION FORM

Auditing standards require documentation to support all payments for products, services or reimbursements. *If you were not provided with an itemized receipt, or you have lost your receipt and the vendor is unable to provide you with a copy, please complete this form.* This form must be completed and signed by the Supervisor, thereby authorizing payment.

<table>
<thead>
<tr>
<th>PRINT EMPLOYEE NAME</th>
<th>LAST 4 NUMBERS ON CREDIT CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHOOL OR DEPARTMENT</td>
<td>SUPERVISOR NAME</td>
</tr>
</tbody>
</table>

**PLEASE DESCRIBE WHY DOCUMENTATION WAS NOT PROVIDED:**

**VENDOR NAME**

<table>
<thead>
<tr>
<th>DATE OF PURCHASE</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

**DETAILED LIST OF ITEMS** (be specific; include more information than just "supplies" or "food". A detailed description is one that lists specific items such as "paper", "binders" or book title.)

<table>
<thead>
<tr>
<th>COST</th>
</tr>
</thead>
</table>

(Attach another piece of paper, if more space is needed to list items)

**The purpose of this purchase was:**

By signing this form, I confirm that I have not purchased any personal items, prohibited items or alcoholic beverages. The above items are a true and accurate detailed description of what I purchased.

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Signature</td>
<td>Date:</td>
</tr>
</tbody>
</table>
TELLURIDE SCHOOL DISTRICT
NEW VENDORS

In the event that you would like to purchase from a new vendor not previously used by TSD, please forward the vendor’s name, website address, contact information and purpose to AP so that this new vendor may be prequalified, and a tax-free account established prior to your purchase.

When contracting with a new service provider, AP has several Independent Contractor documents that the new service provider will need to complete. Please notify AP as soon as possible so that we may secure the needed documents prior to the start of services.

BUSINESS OFFICE CONTACT INFORMATION

This document was prepared to outline the requirements for the most common circumstances. The purchasing process contains many nuances that may affect your purchase.

If you have any questions or suggestions, please contact the business office below:

Christine Reich – Director of Finance
970-369-1218
creich@telluride.k12.co.us

Erin Dashner – Accounts Payable / Purchasing
970-369-1216
edashner@telluride.k12.co.us

Trevor Pedigo – Accounts Receivable/Payroll
970-369-1205
tpedigo@telluride.k12.co.us
TELLURIDE SCHOOL DISTRICT
FREQUENTLY ASKED QUESTIONS

How do I know if I have funds in my account?

Your Admin, Principal or AP can advise you of the current account balance.

I have funds in my account. How can I buy something?

9. The best practice is to have your purchase request approved prior to your purchase. First, fill out a TSD Purchase Request Form. Indicate the vendor’s name and detail a complete list of items to be ordered from that vendor including live website product links, item description, quantity and price of each item. Be sure the total cost includes shipping cost and indicate who will purchase the product. A separate google sheet should be completed for each vendor you are purchasing from. Alternatively, if you have a vendor quote, that may be used in lieu of the TSD Purchase Request Form.

What is the approval process for purchasing goods?

The purchase of goods or services begins with submitting a TSD Purchase Request Form or a vendor quote. This is processed through the TSD accounting system and once approved, the Purchaser is notified to proceed with the purchase.

How long does it take to receive an item?

The Purchaser typically completes purchases weekly. From the point of sale, the Purchaser will advise the Requester through email with the order confirmation. If you have a receiving deadline indicate such information should be noted on your original TSD Purchase Request Form.

Can I buy something myself online?

The best practice is to complete purchases through the Purchaser. However, reimbursements for purchases are allowed. See page 10: REIMBURSEMENT REQUEST PROCEDURE.
What happens if I make an unauthorized purchase?

An authorized purchase order (PO) must be obtained prior to the purchase of any goods or services. An unauthorized purchase occurs when an order for goods or services is placed prior to obtaining an approved PO. When an employee makes a purchase without ensuring that a PO has been issued, s/he assumes personal liability for the expense. Examples of unauthorized purchases include registering for conferences, authorizing services to begin, or ordering items without first getting an approved PO.

What if I need something in a rush?

The Purchaser will work with you to expedite orders. Please call the Purchaser at 970-369-1216 or accountspayable@telluride.k12.co.us for assistance.

How can I find out where my order is?

Contact the Purchaser and include the vendor’s name. The Purchaser will get back to you with any information she has received from the vendor.

How do I return an item that is damaged or not what I ordered?

Fill out the Return Authorization form that typically comes in the received box and return it with the item to the Purchaser. Purchaser will contact the vendor for a replacement or credit.

What if there is a deposit required for my item?

Make sure to note "deposit needed" on the TSD Purchase Request Form and attach the necessary paperwork. The requisition will be processed, and AP will issue a check.

Why is there a deadline to submit purchase requisitions before Spring Break?

It is important that the Requester accepts receipt of purchases prior to the end of the school year so that accounting can issue payment and close out the fiscal year. Requisitions that are submitted by the deadline will be placed in the current fiscal year. Due to the volume of orders, late requisitions may not be processed until after July 1. If you have an unexpected need after the deadline, please call or email AP. Exceptions can be made for Culinary Supplies and similar items where freshness is required.

What accounts do I use to purchase textbooks, general supplies, etc.?

Admin, Principal or AP can supply you with a list of account codes that are specific to your school, department, and purchase.
### DOCUMENT DEFINITIONS

<table>
<thead>
<tr>
<th></th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>TSD</td>
</tr>
<tr>
<td>3</td>
<td>Admin</td>
</tr>
<tr>
<td>4</td>
<td>REQ or Requisition</td>
</tr>
<tr>
<td>5</td>
<td>Requisition Back Up</td>
</tr>
<tr>
<td>6</td>
<td>PO</td>
</tr>
<tr>
<td>7</td>
<td>Requester</td>
</tr>
<tr>
<td>8</td>
<td>Purchaser</td>
</tr>
<tr>
<td>9</td>
<td>School ERP Pro</td>
</tr>
<tr>
<td>10</td>
<td>AP</td>
</tr>
<tr>
<td>11</td>
<td>Packing Slip</td>
</tr>
<tr>
<td>12</td>
<td>Tax Exempt Entity</td>
</tr>
<tr>
<td>13</td>
<td>Tax Exempt Number</td>
</tr>
<tr>
<td>14</td>
<td>Receipt</td>
</tr>
</tbody>
</table>
WHAT IS A RECEIPT?

A receipt is a detailed listing of the items or services that you purchased with the prices for each item and the total amount paid. This could be a cash register tape, an email, or an invoice.

A TSD reimbursable receipt must LEGIBLY declare 1) what is purchased and the total cost of each item 2) the total cost of the entire purchase 3) the date of the purchase 4) indicate CASH, INVOICE due, or the last four (4) digits of the credit card used to complete the purchase.

TSD cannot pay on:

- Non-legible receipt – faded or torn beyond recognition.
- Cart – list of non-purchased items
- Quote – a formal statement of promise by a potential supplier to supply the goods or services required by a buyer, at specified prices, and within a specified period.

Here is an example of a good, reimbursable receipt when a personal credit card is used:

![Receipt Example]

- **Date of purchase**
- **Line item with cost**
- **Total amount paid**
- **Last 4 digits of credit card used for purchase**
**TELLURIDE SCHOOL DISTRICT**

**WHAT IS NOT A REIMBURSABLE RECEIPT?**

If this line said “SHIPPED” this would be a good RECEIPT

**Not Yet Shipped**

<table>
<thead>
<tr>
<th>Item(s) Ordered</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 of: Ladders Social Studies 3: Bienvenido a China! (Welcome to China!) (on-level), Harvey, Stephanie</td>
<td>$8.95</td>
</tr>
</tbody>
</table>

**Shipping Address:**
TELLURIDE INTERMEDIATE SCHOOL - SUSANA GARCIA
721 W COLORADO AVE
TELLURIDE, CO 81435-9145
United States

**Shipping Speed:**
Two-Day Shipping

**Payment Method:**
Visa | Last digits: 6386

**Billing address**
TELLURIDE SCHOOL DISTRICT
725 W COLORADO AVE
TELLURIDE, CO 81435
United States

**Payment information**

- Item(s) Subtotal: $8.95
- Shipping & Handling: $0.00
- Total before tax: $8.95
- Estimated tax to be collected: $0.00

---

**Grand Total:** $8.95

To view the status of your order, return to Order Summary.