



GREAT RIVER PERKINS CONSORTIUM (GRPC)

Purchase Order Procedures:

The following procedures are provided to each district to serve as a guide to making the processing of purchase orders and/or the purchasing of Perkins related material/supplies as easy as possible. In general, districts will complete the purchasing process with the involvement and approval of their Perkins Coordinator and then seek reimbursement from the GRPC on a regular basis. It is highly recommended that each district identify a single person to be the "Perkins authority" in that district who can approve and sign procedural documents for purchasing. In most cases that will be the Senior High Principal.

1. The Perkins Coordinator for your group will advise each district of the structure of the grant and what are approvable expenditures under the general Perkins guidelines. Please keep in mind that Perkins funds can only be expended for educational activities in "approved programs." A list of Approved Programs is maintained by the MN DOE and is available for viewing on their web site.
2. Purchase orders for materials, textbooks, instructional materials, equipment, etc. may not be made prior to final approval of the grant. Batching of purchase orders is highly desired and in some selected cases the GRPC may coordinate group purchases as a cost saving effort.
3. All purchase orders for equipment must have pre-approval from the MN DOE, Perkins Office. No exceptions permitted. Any equipment valued at \$500 or more OR a life expectancy over one year is subject to this provision. ALL software purchases must be pre-approved by DOE. Seek pre-approval through your Perkins Coordinator
4. All equipment purchased with a value of \$500 or more, or a life expectancy over one year must be maintained on the district's fixed asset inventory and identified directly on the item that the item was purchased by Perkins Federal Funds. The district may use other identifying elements it decides are necessary for proper inventory control.
5. All Perkins purchase orders must be submitted to your Perkins Coordinators no later than March 1. The expectation is that the majority of large item purchasing should be completed by this date to facilitate utilization of the equipment/material, etc. It also enables our Steering Committee to better manage the budget. Exceptions to the March 1 dateline requirement will be for those expenditures, which require ongoing spending, e.g., field trips, career days, data collection activities, etc. However, all these activities will require some form of documentation as will be explained later.
6. All purchase orders must have the written approval of your Senior High Principal and your Perkins Coordinator
7. Staff development activities which include Perkins supported travel, food, lodging, conference fees, etc. may be facilitated by the individual paying these costs for later reimbursement. For purposes of proper budget management and control, your Perkins Coordinator must be advised in advance of these projected costs so the appropriate amount may be encumbered.

SPECIFIC PROCEDURES

A. Complete the 2008-09 Great River Re-imbusement with all the essential information and submit to your High School Principal. If approved, forward to your Perkins Coordinator

B. The Perkins Coordinator will review for funding appropriateness and budgetary monitoring, and inform the High School Principal of approval.

C. **IN ORDER TO BE REIMBURSED** - Whenever the purchasing cycle is complete the High School Principal will forward the following to the consortium coordinator

- Copy of the invoice
- Copy of the request for reimbursement
- Follow up form

D. All requests are due to your Perkins Coordinator by the 15th of each month. Anything coming in after this date will be considered during the following month's billing cycle.

Policies adopted: 8.7.08