

A. PURCHASING POLICIES

1. Purchases are made in accordance with applicable legal requirements. Except for minor purchases made by AAW from its small petty cash account, purchase orders are required for all purchases. Check Requests are permitted on a limited basis for payment of vendors who will not accept a purchase order. In exceptional circumstances, Credit Card Purchases are permitted for payment of vendors who will not accept a purchase order.
AAW Principal and AAW Business Manager approve all purchase orders, check requests, or Credit Card purchases. Any purchase orders, Check Request, or credit card purchase request which would result in an overrun of a budgeted line item must be requested by the AAW Principal and approved by the AAW Business Manager and Board Chair before the purchase can be made.
2. Competitive bids are required for all purchases costing more than the current State of Michigan mandated amount.
3. Purchase orders are prepared by the AAW Secretary or the MISD CFO Administrative Assistant (for facilities related purchases) upon receipt of a purchase requisition. Then the three part purchase orders are printed and approved by the AAW Business Manager. One copy of the purchase order is forwarded to the vendor, one copy is forwarded to the AAW Secretary or the MISD CFO Administrative Assistant and one copy is given to the Accounts Payable Clerk for invoice verification.
4. All purchase requisitions must be approved by the AAW Principal.
5. All purchase orders are reviewed and approved by the AAW Business Manager. The AAW Business Manager determines if an appropriation exists for the purchase contemplated and if a sufficient amount is available in the appropriation account.
6. Copies of purchase orders are distributed to the vendor and AAW Secretary or the MISD CFO Administrative Assistant (for facilities related purchases). A copy is retained in the Business Office.
7. The Accounting software package assigns purchase order numbers sequentially.