

TAMALPAIS UNION HIGH SCHOOL  
DISTRICT PURCHASING  
GUIDELINES

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Please follow the below steps whenever making a purchase for items to be paid for with District Funds:

1. Contact the vendor you wish to purchase from and obtain a quote for the desired items/services.
  - a. All orders must have a District ship to address.
  - b. Guest Artists must have the below items on file with the District ***PRIOR*** to any contact with students
    - i. Clearance from HR
    - ii. Finger Print Clearance
    - iii. Clean TB Test on file
  - c. A contract or consultant agreement signed by the Principal
2. Fill out a Requisition form
3. Turn the Requisition, with all the supporting documentation, into the Budget Secretary
4. Once the Requisition has been turned into a PO you may place your order with the PO number
5. When the items have been received or services have been completed, payment can be processed with an invoice.

Confirming PO's

1. What is a Confirming PO?
  - a. When you receive an invoice for products or services that you do not have a PO in place for already, the Requisition you will create is for a Confirming PO.
  - b. You are opening a PO to pay for items/services that you are confirming you have already received.
2. Why Confirming POs are bad:
  - a. By ordering items or engaging with a vendor for services without having a PO in place you are bypassing all the fail safes that are built into our purchasing system.
    - i. There is no guarantee there is any money in the account that needs to cover the expense.
    - ii. There is no preapproval from Administration for these items/services
    - iii. The Business Office cannot determine the appropriateness of the items/services prior to the commitment being made

Confirming POs create audit findings that are reported to the State  
Please follow the above steps to avoid Confirming PO's