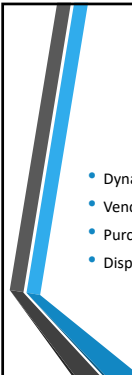



Purchasing and Procurement

Auburn City Schools



Overview of Purchasing Process at Auburn City Schools

- Dynamics of centralized school district
- Vendor selection and purchasing authorities
- Purchasing process steps from budget to payment
- Disposals of assets



Centralized Accounting System

- Live books with access to daily activity
- Vendor listing shared by entire district
- All vendors set up at the central office
- All payments are disbursed from CO

Vendor Selection

- Vendors are selected from state bid list or approved purchasing cooperative where applicable
- Goods or services not subject to bid/public works law: Each school/department responsible for the budget makes choice of what vendor they want to use

Purchasing Process: Budget

- Each department/school has a budget meeting with central office finance staff and administration to discuss their needs and plans for the upcoming year
- They also have opportunities to make budget adjustments during each of our two budget amendments each year

Purchasing Process: Requisition

- We use requisition routing in NextGen
- Rules set up for the paths of approval
 - Rules are based upon dollar thresholds, GL account codes, sources of funds
- Principals or department head approves all requisitions for their PO prefix

Purchasing Process: Purchase Order

- Once a requisition is approved it is then transferred to a PO.
- The PO is then emailed to the requisitioner as a PDF file that can then be forwarded or printed
- We do not require a PO for items purchased with a credit card
 - Exception: tagged items, all technology purchases, items using Title I funds

Purchasing Process: Payments

- Schools enter invoice batches and merge them
- CO then processes payments for the entire district
- Vendors elect to be paid via credit card or direct deposit

Disposal of Assets

- Each school determines what items they would like to dispose
- IT department makes district wide decisions on what technology items will be disposed
- Asset disposal form used to provide CO information needed to remove the asset from NextGen
- Assets are removed from inventory in NextGen under the Asset Inventory System: Asset Disposal

AUBURN CITY SCHOOLS
CAPITALIZED / NON-CAPITALIZED FIXED ASSET DISPOSAL FORM

I, hereby acknowledge that the following items listed below can not be repaired. I, hereby approve the disposal of the following items:

FIXED ASSET BARCODE TAG #	DESCRIPTION OF ITEM	SERIAL NUMBER (If applicable)	MODEL NUMBER (If applicable)	METHOD OF DISPOSAL* (Discard / Surplus Sale)

_____ Date _____ School / Department _____ Fixed Asset Reg./IT Technician _____ Principal / Department Head

All computer equipment disposals must be authorized by the Information Technology Department.
Please remove AUBURN CITY SCHOOLS BARCODE TAG and return with this form.
* Specify whether items will be discarded or held for surplus sale.

Disposed Assets

- We outsource a service to dispose of technology items. They remove the hard drives destroy them then destroy the items as well
- All non technology items are sold on GovDeals

Questions?

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