

DEPARTMENTAL CORRESPONDENCE

To: WPSF Grant Recipients
From: Parry Graham, Assistant Superintendent
Date: October 27, 2018
Re: Procedure for purchasing items funded by WPSF grants

Purchase Order Process

As has been done in previous years, the following process should be used when submitting Purchase Orders:

1. Complete a Purchase Order Request Form with the following: title of WPSF grant, year of grant, vendor name and address, fax number, items to be ordered with correct price(s). PLEASE INCLUDE 15% FOR SHIPPING AND HANDLING UNLESS OTHERWISE STATED BY THE COMPANY. Please submit this form by email to:
Parry_Graham@wayland.k12.ma.us or by interoffice mail to Parry Graham, Assistant Superintendent at Central Office.
2. His office will prepare and mail/fax purchase order(s).
3. When you **receive** your order, you **must** let Parry Graham's office know that all of your order has arrived.
4. Purchases from a single vendor that are more than \$10,000, but less than \$25,000, will require three quotations, obtained either in writing from the vendor or by telephone. If the vendor is on the state approved vendor list, three quotes are not required of orders under \$25,000, however the vendor State ID # is required. Written documentation of three responses must accompany a purchase order.
5. **All purchases related to technology equipment or software must be sent directly to Leisha Simon, Director of Technology.**

Reimbursement

Reimbursements are the **exception** and not the rule. You should use the purchase order process for all requests and should contact Parry Graham's office first to see if we have arrangements with on-line or local vendors. In the **extreme** exception when the vendor does not accept a purchase order, you may purchase the items. Please follow this procedure when requesting reimbursements: Before you purchase any items you first need to send a purchase order request indicating the supplies you intend to purchase, with the estimated amount that you expect to spend, to Parry Graham. You **cannot** purchase the items until you have been notified that the purchase order has been cleared by the Business Office. Once you have purchased your items

please send all **original** receipts to Parry Graham. Please note we are not allowed to reimburse for sales tax.

If you do purchase items and would like to be reimbursed, please submit the following to Parry Graham:

1. For online orders: submit the **on-line confirmation** and a copy of your credit card statement reflecting the charge
2. For in store payments with charge cards: submit the **original store receipt** and a copy of your credit card statement showing the charge
3. For in store payments with check: submit the **original store receipt** and a copy of the canceled check
4. For in store cash purchases: submit the **original store receipt**

Process for Consultants/Instructors/Speakers

When contracting with a consultant, instructor or speaker, **a signed contract and a completed W-9 must first be in place** before we can proceed with the payment process. It is important to note that it can take **up to 6 weeks** for a payment to be processed. It is the Town's policy that checks are mailed directly to the vendor (and not handed to the vendor on the date of service), so please plan accordingly. Also, the Town's policy is that payments cannot be processed until all services have been rendered.

Please also complete a **Purchase Order Request form** and submit it to Parry Graham as instructed above. Also include an **invoice** from the consultant, instructor or speaker.

If you have any questions regarding the process above, please do not hesitate to contact Parry Graham, Assistant Superintendent at Central Office - 508-358-3772 or e-mail him at Parry_Graham@wayland.k12.ma.us.