

## Business Services

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## **Purchasing Handbook**

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## Purchasing Overview

### Purpose and Objective

This handbook is an internal communications document of Laveen Elementary School District #59 (LESD). It is intended to assist District Staff with compliance with the most common purchasing situations. It is not designed to be a complete comprehensive document of all possible procurement situations. For further guidance, contact the Business Office.

### Compliance

LESD conducts the business of purchasing commodities and/or services through the issuance of pre-authorized purchase orders. This practice is strictly enforced. LESD shall follow all rules for purchasing and contracting services as prescribed in the Arizona Revised Statutes 15-213, the Arizona Administrative Code, Title 7, Article 10 & 11, the Uniform System of Financial Records (USFR) and Code of Federal Regulations 2 CFR, Part 200. These rules apply to all public money expenditures.

## Purchasing Thresholds

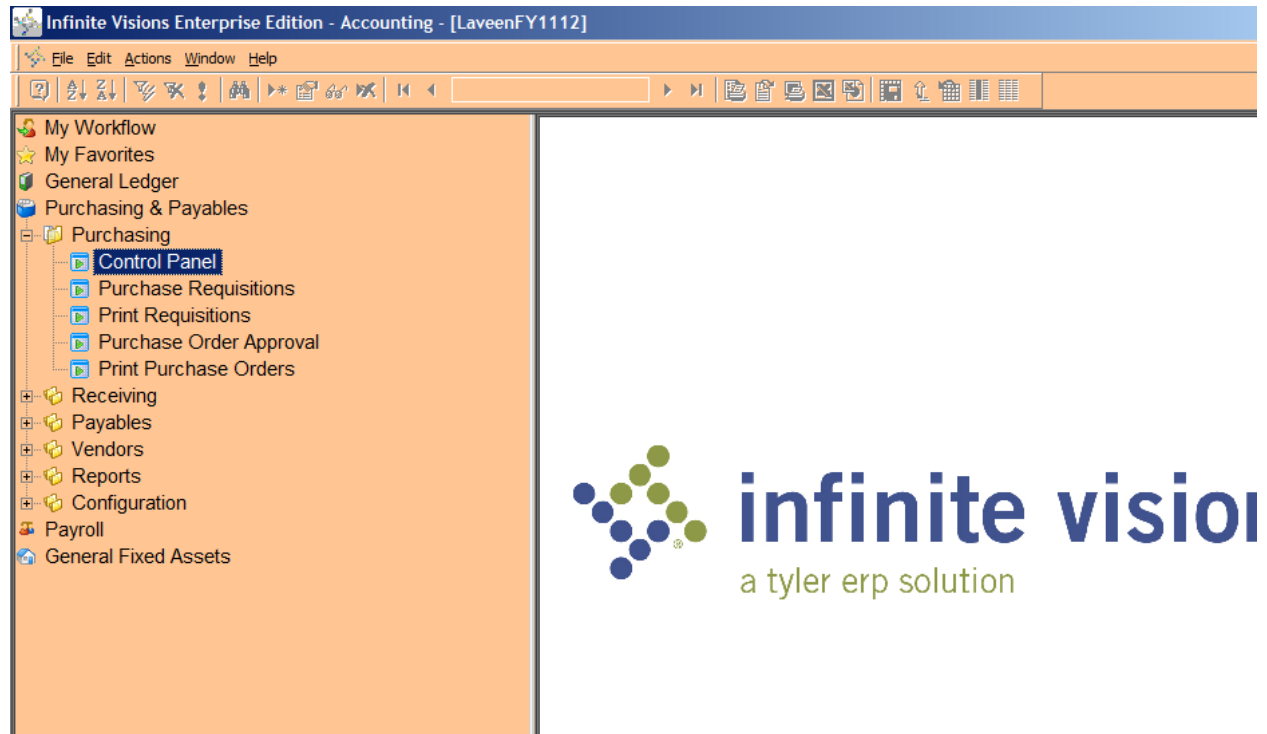
- \$0 - \$9,999, no competitive quotes required
- \$10,000 - \$49,999, three (3) verbal quotes required with contact information of vendor
- \$50,000 - \$99,999, three written quotes required on company letterhead
- \$100,000 and above, formal solicitation required

Thresholds are cumulative for the District.

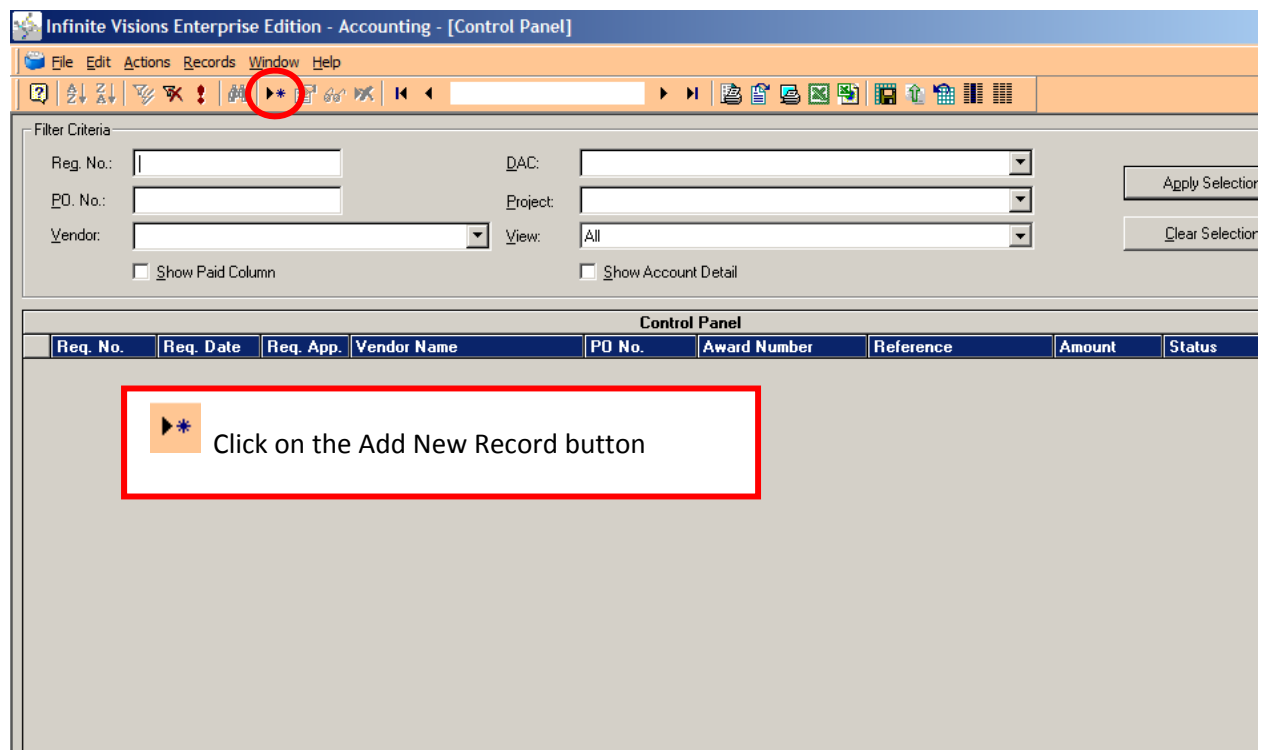
To submit your completed quotes to Purchasing:

- Summarize on the Quote Form
- Attach to requisition

## How to enter a requisition



- Click on Purchasing & Payables
- Double click on Purchasing
- Double click on Control Panel



- Use the drop down arrows to choose:
  - Vendor
  - DAC
  - Requestor
  - Order Type
  - Reference
  - Award Number
- To have a new vendor added to the system, send a copy of the vendor's W9 form, phone and fax numbers to the Purchasing Office.

There are two types of Purchase Orders:

- Itemized – each item is listed separately. PO will be closed once complete order has been received.
- Blanket – one line item with the description “Items such as but not limited to...” with an estimated amount for the purchase. Include the phrase “Not to exceed \$\_\_\_\_\_”. Change tax and freight to zero and include “for school year 20\_\_-20\_\_”.

This PO can be used to order multiple times throughout the year or an order that is too long to enter manually.

- To add requisition lines, click on the Add button.

- Enter the following information:
  - Description
  - Part No
  - Unit Price
  - Qty
  - Account Code
- Tax and Freight, will automatically populate.
- You can click Hold Account Distribution, to use the same account code for the following lines.
- You can click on the Close this dialog after update? To go back to previous screen.
- Click "OK" when done.



**Edit Requisition**

Actions

Record 1 of 1

Requisition Detail | Addresses | Notes

Requisition Information

Req. Number: 14132 Date: 06/20/2012

Vendor: Wist Office Products Company

Ship To: Laveen District Office

DAC: Business Office

Requester: Adriana Zapata ☒ W9 Recvd

Buyer:

Order Information

Order Via: Mail

Project: UNDESIGNATED

Date Required: 07/05/2012

Order Type: Purchase Order

Reference:

Award Number: SAVE # 2009104

PO Information

PO Number: 0

PO Date: (None)

Revision: 0

Req. App.: No

Closed Date:

Status: Open

Line Items

Description	Unit Price	Qty.	Ext. Price	Tax	Freight	Account	Account Description
Copy paper	26.4000	1.00	\$26.40	\$0.00	\$0.00	001.100.2610.6610.500.530.0000	General Supplies

☐ Submit for Approval  
☐ Close this dialog after update?

Sub-Total: \$26.40 Tax: \$0.00 Freight: \$0.00 Total: \$26.40

Mode: Edit - Record 1 of 1

OK Cancel Help

- You can continue entering lines or if you are done review the requisition and click "OK".

☐ Submit for Approval  
☐ Close this dialog after update?

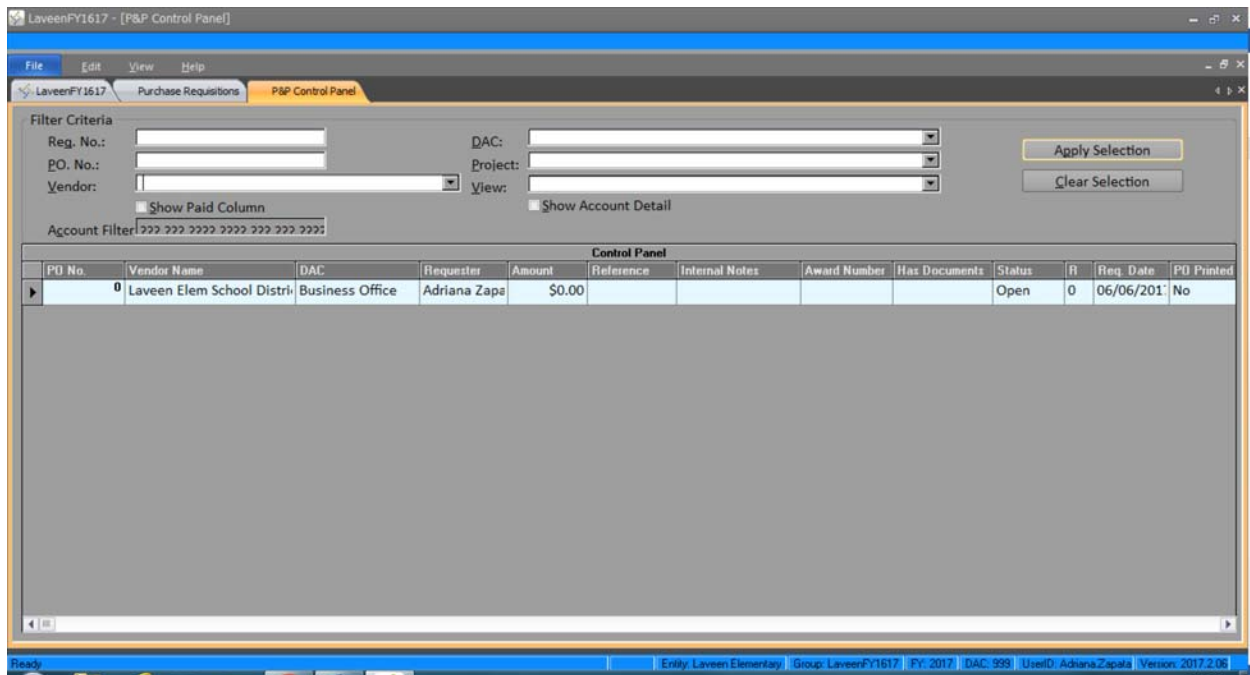
Sub-Total

Mode: Edit - Record 1 of 1

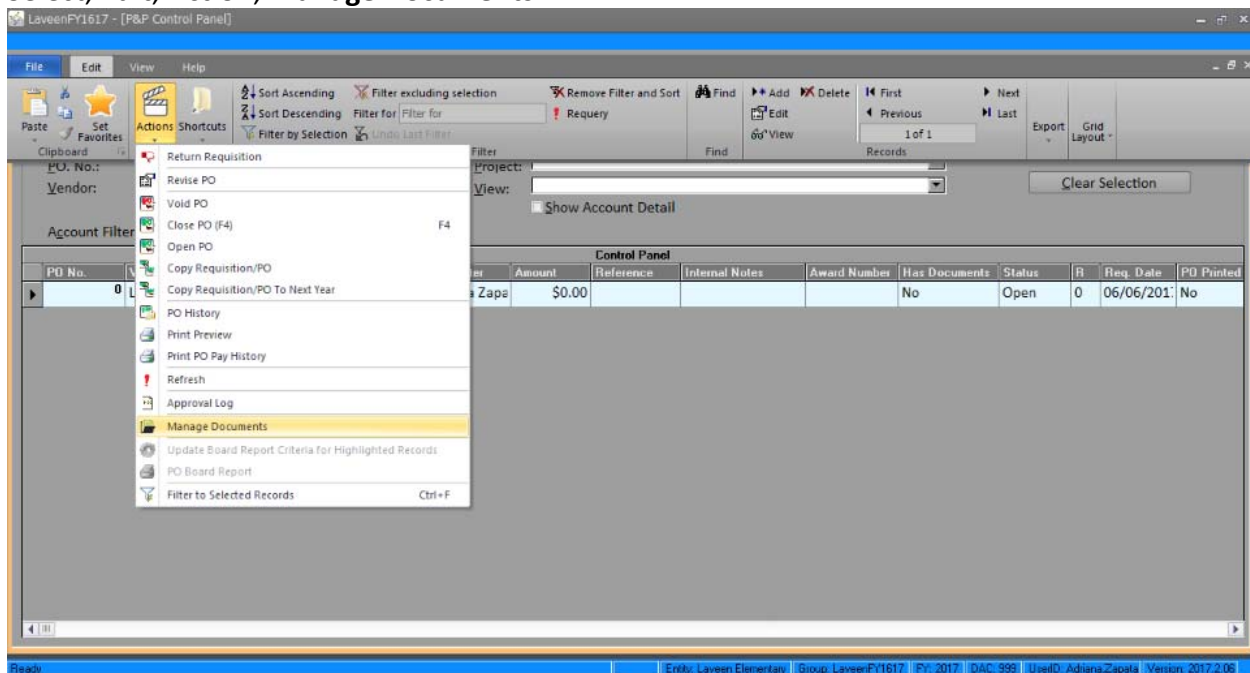
- You can click "Submit for Approval" to approve on to the next approver.
- Click "Close this dialog after update?" if you are done entering requisitions.

## How to attach a document to a Requisition

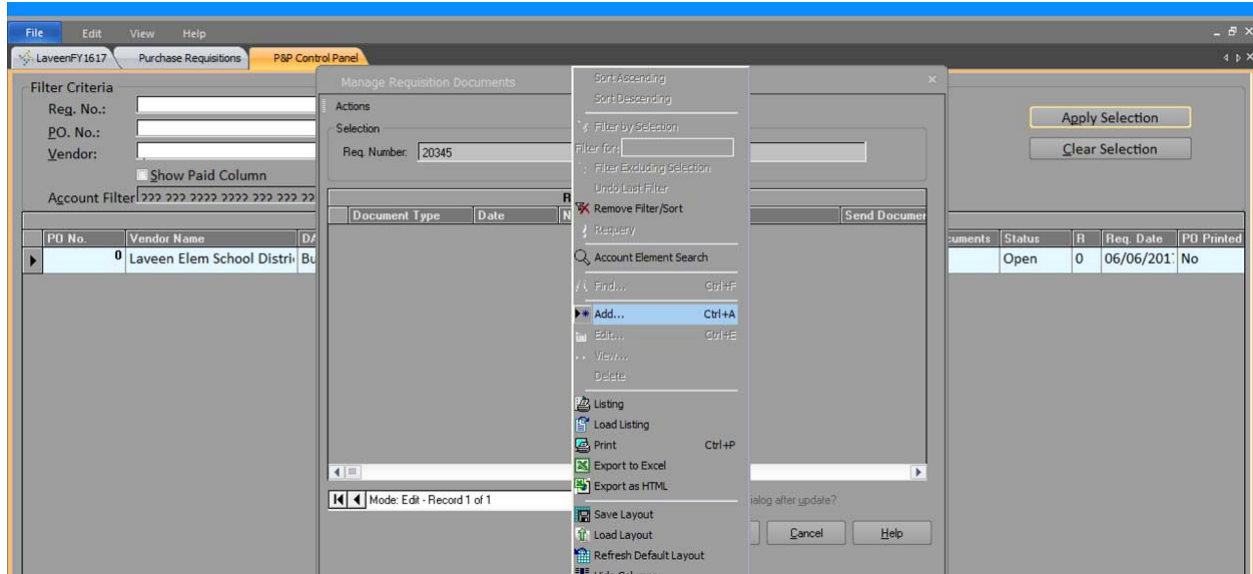
Begin in “Control Panel”, select the requisition to attach a document.



## Select, Edit, Action, Manage Documents



Right click in grey area, select **Add**



**Add Requisition Document**

**Actions**

**Selection**

Req. Number: 20345 PO Number: 0

**Document Information**

Date Last Updated: 6/6/2017

Document Type: [Dropdown]

Notes: [Text Area]

☐ Send document with Purchase Order

**Attachment:**

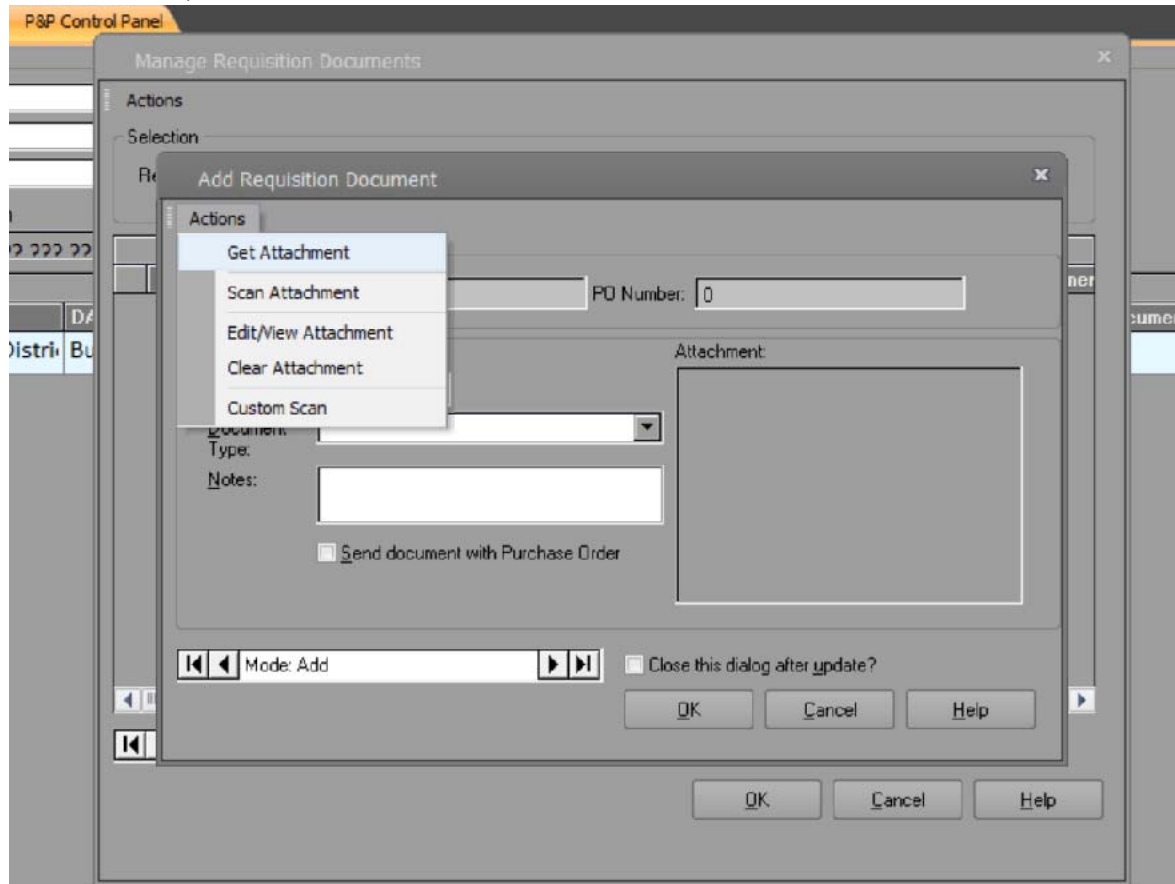
[Attachment Area]

Mode: Add

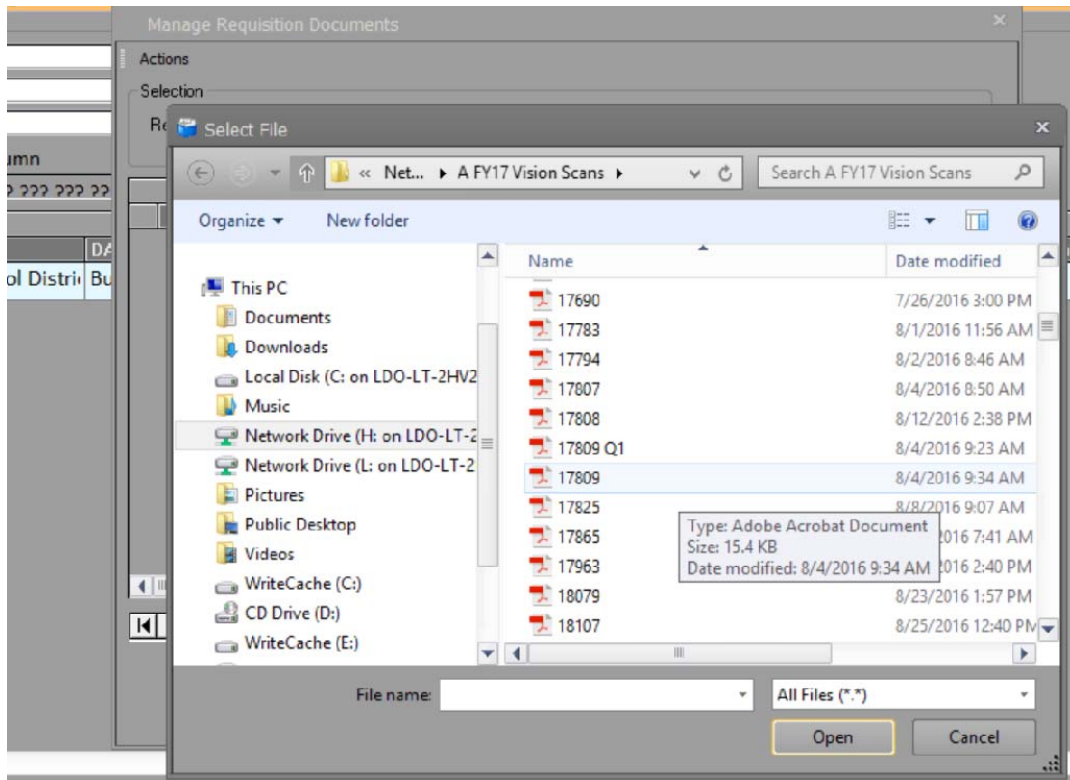
☐ Close this dialog after update?

OK Cancel Help

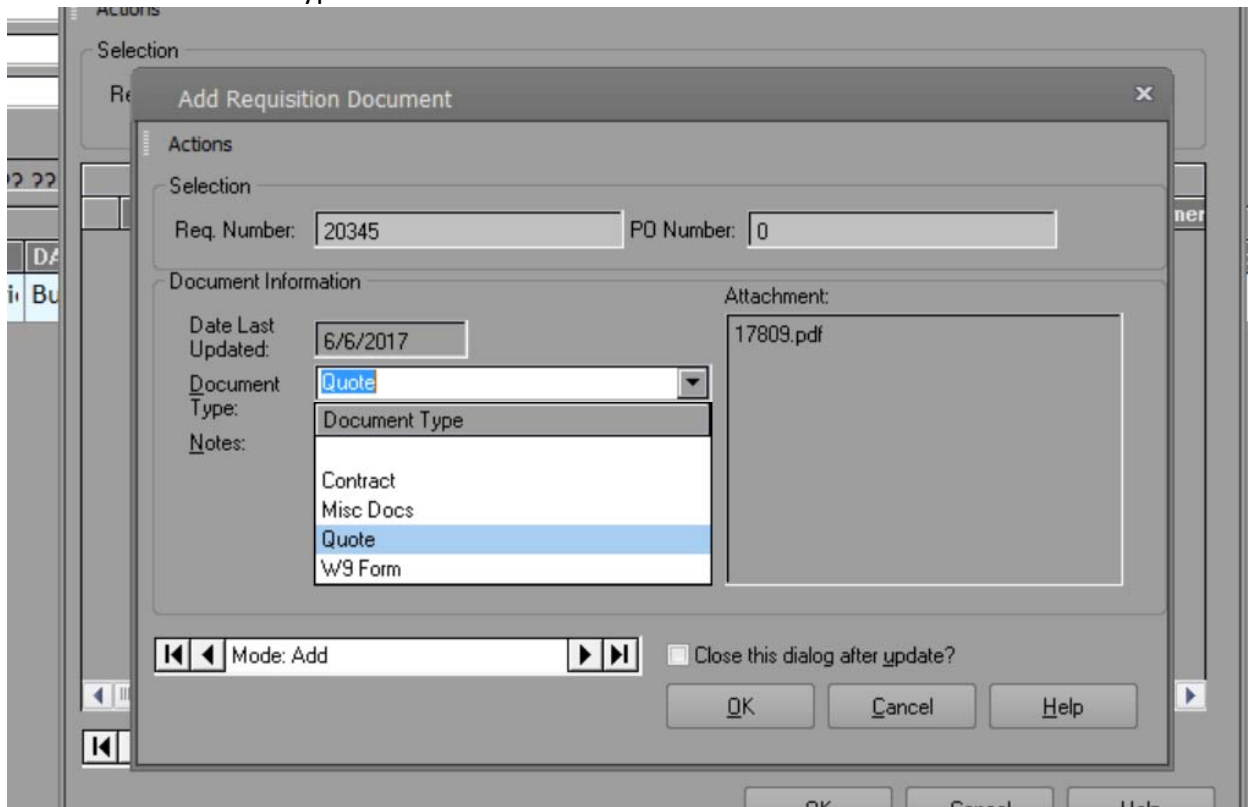
## Go to **Actions**, Get Attachment



Browse to find the document. Select the file and click **Open**



Select the Document Type



Select **"Send document with Purchase Order"**, if the document should be sent with the PO to the vendor. Select **"Close this dialog after update"**, select **"OK"**

**Add Requisition Document**

Actions

Selection

Req. Number: 20345 PO Number: 0

Document Information

Date Last Updated: 6/6/2017

Document Type: Quote

Notes:

Attachment: 17809.pdf

☒ Send document with Purchase Order

Mode: Add

☒ Close this dialog after update?

OK Cancel Help

The document is now attached. Select “OK”.

**Manage Requisition Documents**

Actions

Selection

Req. Number: 20345 PO Number: 0

Document Type	Date	Notes	Send Document	File Name	File Type
Quote	06/06/2017		<input checked="" type="checkbox"/>	17809.pdf	PDF

Mode: Edit - Record 1 of 1

☐ Close this dialog after update?

OK Cancel Help

A magnifying glass will show next to the requisition number to indicate a document is attached.

- [P&P Control Panel]

View Help

Purchase Requisitions

filter: 222 222 2222 2222

0 Laveen Elem Schoo


Submit for Approval

Edit Requisition

Actions

Requisition Detail Addresses Notes

Requisition Information

Req. Number: 2035  Date: 06/06/2017

Vendor: Laveen Elem School District

Ship To: Laveen Education Center

DAC: Business Office

Requester: Adriana Zapata ☐ W9 Rec'd

Buyer:

Order Information

Order Via: Mail

Project: UNDESIGNATED

Date Required: 06/21/2017

Order Type: Purchase Order

Reference:

Award Number:

PO Information

PO Number: 0

PO Date: (None)

Revision: 0

Req. App.: No

Closed Date:

Status: Open

Line Items

Description	Part No.	Unit	Unit Price	Qty.	Ext. Price	Tax	Freight	Account

- “Manage Document” option is only available in Control Panel; not in the Purchase Requisition menu.
- Can attach multiple documents.
- “Send attachments with PO”, if we have an email address for the vendor, the attachment can be sent with PO to place the order.

## Request an increase/decrease to purchase order

To request a revision to an existing PO, email your request to Benita Lane. Include the following information:

- PO # and vendor name
  - Line item of change
  - Amount
  - Reason for change
- 

## How to request to enter a new vendor

If you cannot find the vendor you need in Visions, it is possible they are not in the system. To ensure accuracy and avoid duplicate entries; please obtain a W9 from the vendor and submit to Benita Lane at [blane@laveeneld.org](mailto:blane@laveeneld.org) to review and enter. Make sure to also send the following information:

- Contact Name
- Phone Number
- E-mail to receive POs

A blank W9 can be found in the

**District Forms** at the end of this handbook.



## Who places the order?

The majority of the orders are processed by the Purchasing Department. The following might be sent back to the end user to complete the order:

- Custom screen print orders
- Custom printing orders
- Conference registrations
- Membership renewals
- Blanket orders
- Construction services

Other than listed above, orders are placed by emailing PO to the email address on the vendor file. Any attachments marked as "Send with PO" will be sent automatically. If an email is not on file, the PO is faxed or placed online.

## After-the-Fact Purchase Orders

LESD staff members shall not purchase materials or contract for services without following the procurement procedures. Failure to follow these procedures is in violation of the Arizona Procurement Rules and District Policy. Having a purchase order in place prior to placing an order protects the individual from personal liability. Please keep in mind that a requisition is not an authorized purchase order.

### **Do not order items or allow services to begin without an authorized purchase order.**

If an after-the-fact PO is found in your school site/department, the Business Office will notify you of the violation found.

The end user responsible for the violation will be required to complete a form explaining the situation regarding the after-the-fact PO and submit with Supervisor's signature to attach to the file for auditing purposes.

A copy of the form can be found in the **District Forms** section of this handbook.

The most common after-the-fact POs are:

- Yearbooks – Enter a requisition for an estimated amount. Once you know the exact amount the PO can be revised.
- Book Fairs - Enter a requisition for an estimated amount. Once you know the exact amount the PO can be revised.
- Conference Registration – You must have an approved PO before you register for any conference. An approved PAR is also required.
  - Buying materials at a conference – If the materials are individually listed on your PO, it is ok.

## Conflict of Interest and Gift Policy

In accordance with the Arizona Revised Statutes, it is required for any employee to disclose a potential conflict of interest. The conflict would prevent anyone from participating in awarding, signing or approving a purchase order or contract to a vendor they may have a substantial interest in or a relative is employed within the company.

- Any public officer or employee who has, or whose relative has, a substantial interest in any decision of a public agency shall make known such interest in the official records of such public agency and shall refrain from participating in any manner as an officer or employee in such decision.
- "Substantial interest" means any pecuniary or proprietary interest, either direct or indirect, other than a remote interest.
- "Relative" means the spouse, child, child's child, parent, grandparent, brother or sister of the whole or half blood and their spouses and the parent, brother, sister or child of a spouse.

### Gifts

#### 38-504. Prohibited acts

C. A public officer or employee shall not use or attempt to use the officer's or employee's official position to secure any valuable thing or valuable benefit for the officer or employee that would not ordinarily accrue to the officer or employee in the performance of the officer's or employee's official duties if the thing or benefit is of such character as to manifest a substantial and improper influence on the officer or employee with respect to the officer's or employee's duties.

#### When is a gift not a gift?

"A gift or benefit does not include an item of nominal value such as a greeting card, t shirt, mug or pen."

" 'gift or benefit' means a payment, distribution, expenditure,

Advance, deposit or donation of monies, any intangible personal property or any kind of tangible personal or real property. Gift or benefit does not include either:

(a) food or beverage.

(b) expenses or sponsorships relating to a special event or function to which individuals listed in subsection n of this section are invited."

## Purchase Orders for Memberships, Subscription, Maintenance Contracts, Software and Licenses

When entering a requisition for memberships, subscriptions, maintenance contracts, software and licenses, please make sure the following information is included in the description:

- Term of the service/contract, i.e., (July 1, 2018 – June 30, 2019)
- Name of person the membership is for
- Description of what the software/license is used for

Attach a quote or membership form if needed with the PO.

## Amazon Orders

To buy from Amazon, you will need an account that is linked to the Laveen's District account. To obtain this account contact Adriana Zapata to be added.

Create your cart to match the requisition and approve to Benita. Once the PO is created Benita will release the order to Amazon.

Depending on the time it takes for the requisition to be approved, your cart might expire. Benita will notify you to reenter the cart.

We recommend you start your search in [www.smile.amazon.com](http://www.smile.amazon.com) to benefit the Laveen Education Foundation.

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## Credit Card Procedure

At times it might be necessary to pay for a good or service with the District credit card. When doing so, your requisition will need to be made out to Wells Fargo and the following information is required in the description:

- Vendor name
- Description of good or service
- Purpose for the District of the good or service

Once the PO is created Adriana or Benita will complete the purchase.

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## Gift Card Purchases

The purchase of gift cards is discouraged due to the perception of gifting of public funds. In the case that gift cards are needed the following information must be included:

- Store where cards are to be purchased
- Description of good or service
- Purpose for the District of the good or service

## Emergency Procurement

An exception to the procurement procedures for price competition may be made in the event of an emergency involving the health, safety, or welfare of school personnel or students. In such an emergency, declared by the Superintendent, emergency purchase action may be taken without price competition, if necessary. Even under emergency conditions, price competition should be sought if it will not unacceptably delay the correction of the condition requiring emergency procedures. If emergency purchases are made without price competition, a complete written description of the circumstances pursuant to A.A.C. R7-2-1057 shall be included in the procurement file and maintained in the District office.

- Poor planning is not an emergency.
- An emergency is an event involving health, safety or welfare of school personnel or students.
- A purchase order must be generated for the emergency procurement.
- Written description of the circumstances should be maintained on file.

Complete Emergency Purchase Checklist and Determination Form and submit to the Business Office.

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## Sole Source Procurement

- Sole-source procurement shall be avoided, except when no reasonable alternative source exists.
- A copy of written evidence and determination of the basis for the sole-source procurement shall be retained in the procurement file by the District.
- All Sole-source determinations are reviewed by the Auditors.

## Conference Registrations

When planning to attend a conference follow these guidelines:

- Enter AESOP for absence
- Complete Personnel Action Request and submit for approvals. Make sure to attach conference brochure.
- On requisition detail include:
  - Who is attending
  - Date of event
  - Location of event
  - Title of event
- Attach conference information to the requisition

The purchase order for conference registration will not be approved until the PAR has been approved by all pertinent departments.

## Employee Travel

When making arrangements use the Travel Checklist form to guide you through the process. A copy of the form can be found at the end of this handbook.

### Travel Practice

- PAR must be approved before reservations can be made.
- Multiple POs will be needed for one trip.
  - Conference registration
  - Traveler expense reimbursement
    - Lodging
      - Rooms are based on double occupancy if traveling employees are of the same gender.
    - Meals
    - Parking
    - Transportation
  - Airfare
- ☐ Submit travel claim form in timely manner.
  - Complete the form in its entirety and submit to Supervisor for approval.
  - Submit to Business Office for processing.
  - Must include all original receipts; all receipts must be itemized.



## Surplus Property

For disposal of District property complete the Disposal Authorization Form and submit to Adriana.

For curriculum, contact Tracy Watkins.

## Student Records

### **Withdrawn Student Record**

- Withdrawn student cumulative files should be retained for a total of 4 years.
- The cumulative file should be held for two years in a safe and locked cabinet near the front office.
- Once the cumulative file has completed its 2<sup>nd</sup> year of retention; the **original** permanent card should be pulled and sent to District Office. Make a copy to keep in the cumulative file.
- District Office will send the documents to be imaged for permanent retention.
- The remaining cumulative records should then be placed in a box labeled “Withdrawn Student Record”. It is required to also include the fiscal year and destroy date.
- The boxed records shall then be retained for the remaining 2 years at the school site storage.
- The storage boxes containing the records shall be taken for disposal by the destroy date.

### **Eighth Grade Promotion Record**

- All 8<sup>th</sup> grade **original** permanent cards should be sent to District Office soon after the school year ends. Make a copy to keep in the cumulative file.
- District Office will send the documents to be imaged for permanent retention.
- The remaining cumulative records shall then be placed in a box labeled “8<sup>th</sup> grade Records”. It is required to include the fiscal year and destroy date.
- The boxed records shall then be retained at the school site for 4 years.
- The storage boxes containing the records shall be taken for disposal by the destroy date.

### **Immunization Records**

- Immunization records will be printed by the District Nurse and sent to District for permanent retention.

## District Forms

- Quote Form
- Blank W9
- After-the-Fact Form
- Emergency Procurement
- Travel Guidelines
- Travel Reimbursement Form
- Disposal Form

Product/Service:

LAVEEN ELEMENTARY SCHOOL DISTRICT #59

Quote# \_\_\_\_\_

Quotation Information

REQ.#: \_\_\_\_\_

Dept/Loc:

P.O.#: \_\_\_\_\_

Date: \_\_\_\_\_



Description of services or products	Vendor #1	Vendor #2	Vendor #3
	Company Name/Rep Name Phone & Fax #	Company Name/Rep Name Phone & Fax #	Company Name/Rep Name Phone & Fax #
COMMENTS:			
RECOMMENDED AWARD:			
PERSON OBTAINING QUOTES:			

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-				-	

Employer identification number									
				-					

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



## After the Fact Form

Pursuant to Arizona Procurement Laws (Arizona Revised Statutes, Article 10 of the Arizona Administrative Code – School District Procurement Rules) and District policy, authorized purchase orders must be obtained before the purchase of any goods or services.

Please explain, in detail, the following:

Vendor name: \_\_\_\_\_

Requisition/Purchase Order #: \_\_\_\_\_

Reason for purchase of goods or services: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reason why an authorized purchase order was not obtained before the purchase: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Steps you will take to avoid After the Fact purchases in the future: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of responsible party: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## Emergency Purchase Checklist and Determination Form

☐ Purchase Order PO # \_\_\_\_\_  
☐ Credit Card Purchase Invoice/Receipt # \_\_\_\_\_

Date of Emergency Purchase: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Did the emergency condition create a serious need for materials, services, or construction that could not be met through normal procurement methods?

☐ Materials ☐ Services ☐ Construction

Did the emergency condition seriously threaten

☐ The functioning of the school or school district?  
☐ The preservation or protection of property?  
☐ Public health, welfare or safety?

Was the emergency purchase **limited to** the materials, services and conditions necessary to satisfy the emergency need?

☐ Yes ☐ No

Description of the Emergency and the Purchasing Measures taken:


Total Purchase Amount: \$ \_\_\_\_\_

This purchase is hereby approved in accordance with R7-2-1056-1057 emergency purchase procedures defined by the School District Procurement Rules and LESD Governing Board Policy.

\_\_\_\_\_  
Executive Director of Business and Operations

\_\_\_\_\_  
Date



## Travel Checklist

- ☐ Complete PAR and submit for approvals
    - The PAR must be submitted at least four weeks in advance. Failure to submit this request in time may result in disapproval. All conference requests must have attached conference information (info. on registration, host hotel, etc.) • All requests for airline travel must include attachment of a price quote
    - Complete all fields in "Request for Travel" area.
    - Any requisitions for this travel will not be processed until the approved PAR is received by the Business Office. (PARs for conference attendance/travel must be approved by Superintendent)
  - ☐ Enter requisition for conference registration
    - Description must include
      - Who is attending
      - Date of event
      - Location of event
      - Title of event
- Example:  
Registration for Jane Doe to attend the  
Travel Policy Seminar on July 1, 2013 to  
be held in Tucson, AZ.
- ☐ Enter requisition to reimburse traveler for expenses. (If multiple travelers, enter a requisition for each traveler) Allowable expenses include: lodging, mileage, parking fees, transportation and meals not provided by the conference. Employees interested in using a District vehicle can inquire with the Transportation Department for availability.
  - ☐ Airfare
    - Find the most cost effective airline reservation that suits the event to be attended.
      - Example: Arrive the day before the conference for an 8:00 a.m. check-in. Depart the last day of conference in afternoon.
    - Enter a requisition to Wells Fargo for the airfare, attach all pertinent information and Adriana Zapata will book the flight.
  - ☐ Lodging
    - Check with Business Office for allowable lodging expense. \$\_\_\_\_\_/night
    - If staying at hotel designated by conference, District will pay/reimburse full amount.
    - If staying at a different hotel than one designated, District will pay/reimburse allowable lodging expense.
    - If hotel accepts purchase orders, process a requisition for the reservation.
    - If hotel does not accept purchase orders, traveling employee can submit for reimbursement.
    - Rooms are based on double occupancy if traveling employees are of the same gender.
  - ☐ Meals
    - Check with Business Office for allowable meal per diem amounts.
      - Breakfast \$\_\_\_\_\_, Lunch \$\_\_\_\_\_, Dinner \$\_\_\_\_\_
    - Amounts do not include tax
    - Meals provided at the conference will not be reimbursed.
    - Alcoholic beverages not allowable for reimbursement.
    - Meals taken within 50 miles of home or post not allowable for reimbursement.
    - Must submit itemized original receipt for reimbursement. Not credit card receipt that only shows amount paid.
    - Description must list the allowable reimbursement and actual amounts.
  - ☐ Submit travel claim form in timely manner.
    - Complete the form in its entirety and submit to Supervisor for approval.
    - Submit to Business Office for processing.
    - Must include all original receipts; all receipts must be itemized.



**Laveen Elementary School District #59**  
(District)

(Traveler)

Travel by (Check One):    ☐ Common Carrier Transportation (Attach Duplicate of Ticket)                  ☒ Personal Car-License No. \_\_\_\_\_  
                                      ☐ Other    ☐ School District Vehicle-No. \_\_\_\_\_

For the period from \_\_\_\_\_ to \_\_\_\_\_

					Private Vehicle Mileage			Subsistence				
Date	Departed from		Arrived at		Odometer Reading							
	Place	Time	Place	Time	Start	End	Mileage	Meals	Lodging or Per Diem	Trans- portation	Other Allowable Expenses	Total Amount Claimed
							0.00					0.00
							0.00					0.00
							0.00					0.00
							0.00					0.00
							0.00					0.00
							0.00					0.00
							0.00					0.00
							0.00					0.00
							0.00					0.00
							0.00					0.00
							0.00					0.00
							0.00					0.00
							0.00					0.00
Totals							0.00	0	0	0	0	0.00
Rate Per Mile							0.445					
<b>Purchase Order # (required):</b>							Total Mileage Amount Claimed	0				
<b>GRAND TOTAL</b>							0.00	0	0	0	0	0.00

Purpose of Travel: \_\_\_\_\_

\_\_\_\_\_  
 (Signature of Traveler)
 \_\_\_\_\_  
 (Date)
 Approval: \_\_\_\_\_  
 (Signature of Authorized Official)

**Laveen Elementary School District #59  
Disposal Form**

Fiscal Year: 2018-2019

**REQUEST FOR AUTHORIZATION TO DISPOSE OF EQUIPMENT**

SCHOOL/DEPARTMENT: \_\_\_\_\_

TRADE-IN \_\_\_\_\_ SALE \_\_\_\_\_ LOSS \_\_\_\_\_ TRANSFER \_\_\_\_\_ OTHER \_\_\_\_\_

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tag Number	Serial Number	Description	FOR BUSINESS OFFICE USE ONLY		
	(if any)	(Include Model Number)	Date Acquired	Recorded Cost/Value	Disposal Date

Reason for Disposition: \_\_\_\_\_  
\_\_\_\_\_

Signature of Principal/Director: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Board Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

FOR BUSINESS OFFICE USE ONLY	
Removed from capital assets or stewardship list, if applicable.	Initials _____ Date _____