

## Central Consolidated Schools

### Contracting for Services Under \$5,000.00

*(effective 8/1/13)(revised 8/1/14)*

**All contracts for services must have both a fully executed contract and an approved and signed purchase order before the services can be rendered. This is a requirement of the state procurement code.**

1. Receive information and pricing on one-day services to be provided by outside contractor. (If travel is involved, use Professional Services Agreement—contracts over \$5,000.00)
2. Determine if contractor is a vendor. If not, see Setting Up a New Vendor procedure.
3. Enter requisition with pertinent information, including dates, services to be provided and where services are being rendered.
4. Once the requisition has been entered, complete the Out of District Contract Agreement (available on First Class under Purchasing), including the requisition number.
5. Send Contract to vendor.
6. Receive contract back from vendor with appropriate signature and obtain internal signatures.
7. Attach approved contract to requisition and submit for approval.
8. Obtain invoice from contractor at conclusion of services.
9. Approve invoice and forward to Accounts Payable for payment also indicating that P.O. should be closed upon payment.
10. If a P.O. must be increased due to a difference between the original amount and the final amount due, a reason for the increase must be sent with the request for an increase. Requests without a reason will not be acted upon.
11. A review of all open P.O.s is to be done quarterly and any not needed should be closed. This will disencumber the funds so that the funds can be used to meet other needs.