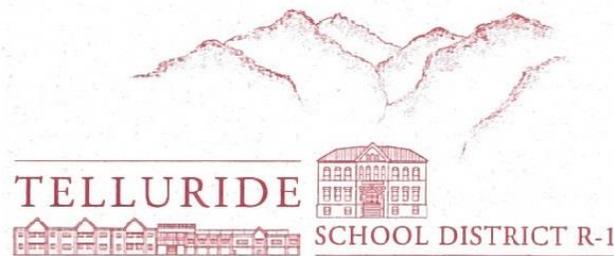


**School Year 2021-2022**  
**TELLURIDE SCHOOL DISTRICT**  
***PURCHASING PROCEDURES***



*If you have questions regarding TSD's purchasing procedures, please contact your Administrative Assistant or the Accounts Payable contact, Nicole Hattler, at 970-369-1216 or [accountspayable@telluride.k12.co.us](mailto:accountspayable@telluride.k12.co.us)*

*Distributed July 2021*

**The Telluride School District Purchasing Policy:**

**Purchases are completed through the Central Business Office by the district purchaser, Nicole Hattler, and the Administrative Assistant(s) of your school. There are certain circumstances through proper prior approval that teachers may be the purchaser of their supply items.**

**Administrative Assistants:**

**Telluride Elementary School – Judy Regrut**

**Telluride Intermediate School – Julie Bain, Erika Despres**

**Telluride Middle School – Traci Baize**

**Telluride High School – Sharon Broady**

## The Purchasing Process

Any purchase using public school funds or grant money must be entered into our Visions software by your Admin Assistant and then approved by your Principal. This generates an approved Purchase Order that the district purchaser uses to complete your purchase.

### The Start:

1. Confirm vendor status. It is **very** important to confirm with the district purchaser that the website/store you choose to order/buy from is an approved vendor. Most businesses can become an approved vendor, but not in all cases. For example, Etsy, is not and will never be an approved vendor, so it's always good practice to ask first.
2. Fill out a TSD Requisition Form .
  - a. Please double check that **the Req. form is clearly legible**. If you can't read it, no one else can either. The TSD Req. Form is editable, so typing your information on the document is preferable.
3. Hand deliver or email your documents to your Admin Assistant. They will enter the forms into our Visions software.
4. Once your order has been approved through Visions, the district purchaser will complete your purchase and email the shipping confirmation to you.
5. Expect this process to take 5-8 business days, so plan your purchases accordingly.
6. Include a print out or screen shot of your cart/order if possible. This does not mean that you do not need to fill out the Req. form.
7. Other important points:
  - a. Make sure that shipping cost is accounted for in your total. For most websites, this means taking your order all the way to the "Place Order" section and then stopping right before you buy so you know the total cost. Please be aware that not accounting for shipping costs can hold up the purchasing process as the additional funds may need to be re-approved. If you are unable to get the shipping cost and you know it's not free shipping, then go ahead and estimate an amount that we can revise later.
  - b. When purchasing through Amazon, please be aware of how many items are left in stock. If you request an item to be purchased with the message, "Order fast, only 2 left!", chances are they will be gone by the time it goes through the approval process.



## **Frequently Asked Questions on Purchasing:**

### **How do I return an item that is damaged or not what I ordered?**

Contact Nicole Hattler immediately. Fill out the Return Authorization form that typically comes in the received box and return it with the item. If one is not available, Nicole will contact the vendor for a replacement or credit.

### **What if I need something in a rush?**

Nicole will work with you to expedite orders. Please call her at 970-369-1216 or [accountspayable@telluride.k12.co.us](mailto:accountspayable@telluride.k12.co.us) for assistance.

### **How can I find out where my order is?**

Contact Nicole and she will get back to you with any information she has received from the vendor.

### **What if there is a deposit required for my item?**

Make sure to note "deposit needed" on the Purchase Requisition and attach the necessary paperwork. The requisition will be processed and Nicole will issue a check.

### **What accounts do I use to purchase textbooks, general supplies, etc.?**

Admin, Principal or AP can supply you with a list of account codes that are specific to your school, department, and purchase.

**What if I need a TSD Tax Exempt Certificate to make a tax-free purchase?**

Please use the TSD Tax Exempt Certificate:

DR 0150 (02/16/11)  
COLORADO DEPARTMENT OF REVENUE  
DENVER CO 80261-0013

**CERTIFICATE OF EXEMPTION FOR STATE SALES/USE TAX ONLY**

USE ACCOUNT NUMBER for all references	LIABILITY INFORMATION	ISSUE DATE
09802927	G 060180	May 02 2017

THIS LICENSE IS  
NOT TRANSFERABLE

TELLURIDE SCHOOL DISTRICT R1  
725 W COLORADO AVE  
TELLURIDE CO 81435-9145

*Barbara J. Drake*  
Executive Director  
Department of Revenue

**Is there any situation where I can purchase an item myself?**

Yes. Through our Corporate Amazon account and with proper approval.  
Please see next section.

## Amazon.com

The School District has a corporate Amazon account. Teachers can be a “member” of the group. Being set up with your own school Amazon account allows you to make tax exempt and free shipping (usually) purchases for school supplies using the district purchaser’s credit card (Nicole Hattler). If you do not have a school Amazon account and would like one, you will coordinate with Nicole to become set up.

Important items to note:

1. The purchasing procedure must follow the exact same steps as any purchase with **the only difference being:**
  - a. Once your order has been approved through Visions, Nicole Hattler or your Admin will let you know and then at that time, you may log into your account and purchase your cart. Purchasing prior to approval will be considered an unauthorized purchase until it is cleared through the proper approval channels.
  - b. Once you purchase your order, you must print out the **Printable Order Summary** under **Orders**, and give the back-up to your Admin so we can update the purchase information in Visions.
2. Never at any time should your school account become linked with your personal account. You will accidentally link accounts if you choose the **“switch accounts”** option in Amazon when moving from your school account to your personal, and vice versa. Always choose the **“sign out”** option instead. Accidentally linking accounts can lead to purchasing personal items with our school B-of-A card, because Amazon links payment options as well. The only safeguard against this is to always fully log out. So again, always use the **“sign out” option**.

# PURCHASES USING A DISTRICT BANK OF AMERICA CREDIT CARD

Important tips to remember when making purchases using a “B-of-A” credit card:

1. Approval happens *prior* to purchasing on a credit card.
2. All purchasing procedures apply.
3. Ensure that you are not being charged tax on the purchase.
4. Very Important! As soon as you make the purchase, **TAKE A PICTURE OF THE RECEIPT WITH YOUR PHONE**. This is especially helpful for receipts like Clark’s, but wherever you go, or for whatever reason, it is important that you **DO NOT LOSE THE RECEIPT**. This quick practice can save everyone lots of headaches down the road, as you have an instant “back-up” to use in the unfortunate event that the receipt becomes misplaced. Lost receipts happen more frequently than we would like and our goal this year is to bring this statistic down!

## Technology Subscription Purchases

Technology purchases go through the same purchasing process with one important exception:

Requests for technology must **first** be approved by your school’s Technology Mentor to ensure that we can support the product and it is compatible with our infrastructure. This includes hardware, software and online subscriptions.

TSD Technology Mentor’s:

Martha Starr – Telluride Elementary

Christopher EarthTree – Telluride Intermediate

James Taschek – Telluride Middle High

Once approved, a Requisition form may be filled out with the appropriate quote/order information. Technology subscriptions are entered into Visions by the district purchaser.

# TSD BUSINESS TRAVEL FORM

1. School vehicles are available for use when traveling for TSD school business.
2. Go to the tellurideschool.org website. From the homepage, hover over “FOR STAFF” and select “TSD FORMS” from the drop-down menu. Select “Fill out Form” for the Vehicle Request Form option.
3. Once your dates are approved by Ken Olson, you will have access to a school vehicle. If there is not a vehicle available for your dates and you use your own vehicle, then your mileage will be reimbursed in accordance with the IRS mileage reimbursement rate for that fiscal year. If you choose not to request a school vehicle, then your personal vehicle mileage is not eligible for reimbursement.

**TELLURIDE SCHOOL DISTRICT R-1**  
Through quality education our students will achieve personal success.  
725 W. Colorado Avenue, Telluride, CO 81435  
Phone 970-728-6617

telluridesd > Forms

**Form Categories**

- Parent Forms
- Staff Forms

**Form Template Administration**

- Manage Form Templates

SEARCH:

**Maintenance Request Form** [Fill Out Form](#)  
To be completed by person requesting action. Must be approved by building/district administrator.

**Vehicle Request Form** [Fill Out Form](#)  
To be completed by party requesting a vehicle.  
All dates and times must be provided before this request can be processed. When form is complete, submit and this form will be routed to the appropriate parties.

# PER DIEM REQUEST FORM FOR TSD BUSINESS TRAVEL

1. Per Diem is available for traveling while on school business.
2. Request a form from your Admin or the Business Office. Complete the form and give to your Admin at least one week prior to travel for time for a check to be issued, or submit after the event for reimbursement.
3. Please click this link for a copy: TSD MEAL PER DIEM

## TSD MEAL PER DIEM

	# Days Breakfast \$7.50 / day		# Days Lunch \$12.50 / day		# Days Dinner \$20.00 / day
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Total dispersed to employee: \_\_\_\_\_

Charged to account **number**: \_\_\_\_\_

Employee name: \_\_\_\_\_

Dates of trip: \_\_\_\_\_

Name of event/conference/class: \_\_\_\_\_

Authorization: \_\_\_\_\_

Superintendent/Principal/EDOA

Funds approved if Prof Development: \_\_\_\_\_

Sue Kunz

Employee signature upon receipt of cash: \_\_\_\_\_

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## **REIMBURSEMENT REQUEST**

1. A TSD Reimbursement Request Form is to be used in the event you purchased an item with your personal funds.
2. The use of this is discouraged as TSD has a purchasing process in place that saves the school money.
3. Complete the TSD Reimbursement Request form with the INVOICE or detailed RECEIPT. For Amazon reimbursements you MUST provide the SHIPPED confirmation page from Amazon.
4. Note that shipping costs and tax charges will not be reimbursed.
5. **Time is of the essence:** Reimbursement requests submitted more than one month after the purchase date are not eligible for reimbursement.
6. Reimbursement requests take up to 10 business days with proper documentation.
7. Food and/or Restaurant receipts must include both the itemized receipt and the final receipt showing tip and method of payment.
8. Please click here for a copy: [TSD EXPENSE REIMBURSE REQUEST FORM](#)

**NOTE: TSD cannot reimburse on an ORDER, QUOTE, or ORDER IN PROCESS. You must present an Invoice or Receipt with total amount paid and method of payment. See the TSD Reimbursement Request Form for detailed information.**

# PROFESSIONAL DEVELOPMENT

Human Resources tracks your purchases for professional development. Please use the following process:

1. Complete a Reimbursement Form and email to Sue Kunz along with your receipt of payment.
2. The receipt must show the method of payment, i.e. last four digits of your credit card. Reimbursements can only be issued with receipts, not order confirmations.
3. Email or give to Sue, and once recorded, she will give to accounts payable for processing in Visions.

# REIMBURSEMENT REQUEST FORM

DATE: \_\_\_\_\_

ACCOUNT CODE(s): \_\_\_\_\_

*Note: If more than one code applies include \$ amount per code.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMPLOYEE NAME (PRINT): \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_

LAST 4 DIGITS OF CREDIT CARD USED: \_\_\_\_\_

TOTAL \$ REIMBURSEMENT REQUEST: \_\_\_\_\_

**Item(s) Purchased:** Please list all items *as described* on the receipt or invoice.

*Receipt #	DATE	VENDOR	DESCRIPTION	COST
<b>TOTAL REQUESTED \$ AMOUNT:</b>				

\* If there is not a specific receipt or invoice #, circle on the receipt the # that you are using as a receipt/invoice #

- 1) **TSD CANNOT reimburse for Sales Tax or Shipping Charges.** Please speak to your Admin or Accounts Payable for TSD Tax Exempt # used for school purchases.
- 2) **Legible copy of the receipt(s) is required for reimbursement.** Only invoices or receipts can be reimbursed. Quotes, Orders, Carts, or Shipment in Process are not reimbursable. Restaurant receipts must include **both** the itemized receipt and the final receipt showing tip and method of payment.
- 3) **Forms must be submitted within 30 days of purchase date to be eligible for reimbursement.**

Any questions regarding this document or requirements for reimbursement please see your Admin or Accounts Payable

# MORE FREQUENTLY ASKED QUESTIONS

## How do I know if I have funds in my account?

Your Admin, Principal or AP can advise you of the current account balance.

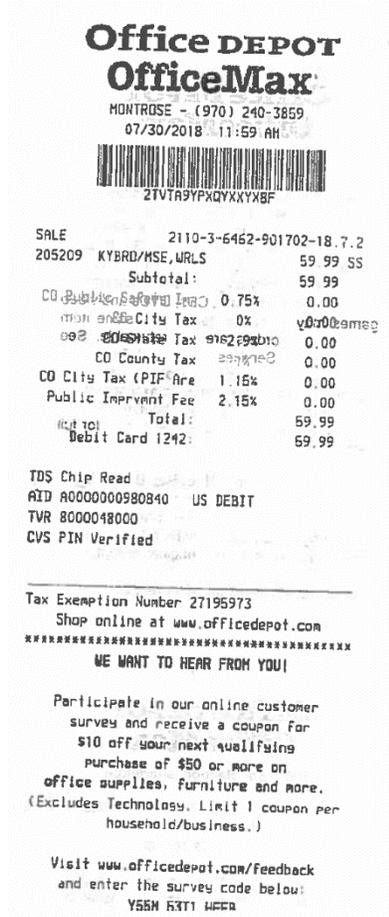
## What is a receipt?

A receipt is piece of paper on which the things that you buy or the services that you pay for are listed with the total amount paid and the prices for each. A receipt must show the method of payment.

*TSD cannot pay on:*

1. Non-legible receipt – faded or torn beyond recognition
2. Cart – list of non-purchased items
3. Quote – a formal statement of promise by a potential supplier to supply the goods or services required by a buyer, at specified prices, and within a specified period

*Here is an example of a good, reimbursable receipt when a personal credit card is used:*



## What is not a good receipt?

All receipts must show that they have been “Shipped”. If they don’t, as in this case, they are still considered an “Order” and are not reimbursable. See example:

Order #112-2974440-0727407

PO# Business Office 7/22/21

### Hello Nicole Hattler,

Thank you for shopping with us. We'll send a confirmation once your item has shipped. Your order details are indicated below. The payment details of your transaction can be found on the [order invoice](#). If you would like to view the status of your order or make any changes to it, please visit [Your Orders](#) on Amazon.com.

This order is placed on behalf of TELLURIDE SCHOOL DIST R-1.

Your estimated delivery date is:

**Thursday, July 29-**  
**Wednesday, August 4**

Your shipping speed:

 **Standard Shipping**

[Order Details](#)

Your order will be sent to:

**Telluride School District- NICOLE HATTLER**  
**TELLURIDE, CO**  
**United States**

## Order Details

Order #112-2974440-0727407

Placed on today, July 22



Bankers Box Liberty Binder-pak - Taa Compliant - 4.8  
Height X 9.8 Width X 11.9 Depth External Dimensions -  
Plastic - White Blue - Check Voucher Slip (FEL48110)  
WLM  
Kitchen  
Sold by OFFICE CHASE CORP.  
Condition: New

**\$30.77**

**Order Total:**

**\$30.77**

To learn more about ordering, go to [Ordering from Amazon.com](#).  
If you want more information or need more assistance, go to [Help](#).

Thank you for shopping with us.  
**Amazon.com**

### **What is different about restaurant receipts?**

Restaurants often issue **two receipts**. The first receipt is an itemized list of all food and drink purchased. This is important in that it proves that alcohol was not purchased with public funds. The second receipt shows the amount due, method of payment and tip amount. Also! Write on your receipt the names of all people served/in attendance. **All are required per state regulation.**

### **What happens if I make an unauthorized purchase?**

An authorized purchase order (PO) must be obtained prior to the purchase of any goods or services. An unauthorized purchase occurs when an order for goods or services is placed prior to obtaining an approved PO. When an employee makes a purchase without ensuring that a PO has been issued, s/he assumes personal liability for the expense. Examples of unauthorized purchases include registering for conferences, authorizing services to begin, or ordering items without first getting an approved PO.

### **Why is there a deadline to submit purchase requisitions in the early spring?**

In order to close out the fiscal year, all purchase orders must be placed, received, and paid for by mid-May. Requisitions that are submitted by the deadline will be placed in the current fiscal year. Due to the volume of orders, late requisitions may not be processed until after July 1. If you have an unexpected need after the deadline, please call Purchaser at 970.369.1216 so that she may assist you.

## **FINANCE OFFICE CONTACT INFORMATION**

***Please note:*** The purchasing process contains many nuances that may affect your particular purchase. The Purchaser has the knowledge to provide professional assistance. This document was prepared to outline the requirements for the most common circumstances.

If you have questions or suggestions please call TSD's Purchaser/AP, Nicole Hattler, at 970-369-1216 or [nhattler@telluride.k12.co.us](mailto:nhattler@telluride.k12.co.us) or [accountspayable@telluride.k12.co.us](mailto:accountspayable@telluride.k12.co.us).

### Finance Office Contact Information:

- **Christine Reich – Director of Finance**  
970-369-1218  
[creich@telluride.k12.co.us](mailto:creich@telluride.k12.co.us)
- **Nicole Hattler – Accounts Payable / Purchasing**  
970-369-1216  
[nhattler@telluride.k12.co.us](mailto:nhattler@telluride.k12.co.us)
- **Stacey Wright – Accounts Receivable / Payroll**  
970-369-1205  
[swright@telluride.k12.co.us](mailto:swright@telluride.k12.co.us)

## DEFINITIONS

1. TSD - Telluride School District
2. Admin - Administrative Assistant
3. Requisition - Also known as “REQ”; paperwork submitted to Admin to ask permission to make a purchase which might include a detailed shopping cart that shows each item requested to be purchased with the cost or an itemized quote from a vendor
4. Approved vendors - Use previously approved vendors. If a new vendor must be used for the goods or service, contact AP to arrange for the necessary forms to establish this vendor
5. PO - Purchase Order generated by Visions once all approvals have been secured; this document authorizes a purchase or a payment to a vendor
6. Requester - The person that is making the request to purchase
7. Purchaser - TSD’s Purchaser (and Accounts Payable) is Nicole Hattler. Her office is located in the TSD district office. Nicole creates Purchase Orders, completes purchases and tracks payments to Vendors. Contact information is 970-369-1216 or [accountspayable@telluride.k12.co.us](mailto:accountspayable@telluride.k12.co.us)
8. Visions - TSD’s accounting software
9. AP - Accounts Payable. TSD’s Accounts Payable is Nicole Hattler (also the Purchaser). AP pays all vendor invoices.
10. Packing Slip - The slip of paper typically found in the received box that outlines the contents of the box/order and confirms the order to be complete. This slip prompts AP to pay an invoice.
11. Tax Exempt Entity - An organization deemed by the state to be exempt from state sales tax; typically, government or non for profit organizations.
12. Tax Exempt Number - The number assigned by the state to indicate a tax exemption.
13. Receipt - Proof of purchase that itemizes exactly what is purchased, the cost of the purchase, the date of the purchase, and type of payment (invoice, paid with cash or last 4 digits of credit card). All food purchases submitted for reimbursement must include both the itemized and final receipt with tip.