

MCW Requisition and Ordering Process

Beginning with the 2023-2024 school year, we are putting the following Requisition and Ordering process into place. When you need to make a purchase for your classroom or program, the method of purchase needs to be chosen using the following questions.

1. Does the company I want to purchase items from accept Purchase Orders?

If that answer is yes, then you are required to use a Purchase Order to buy from that vendor. If they are not already in our system, you will need to ask them for a copy of their W-9 and send that to your building secretary to ask to get the vendor added to our system.

If that answer is no, move to the next option.

2. Is this a purchase that can be made by checking out the District Credit Card or getting approval to charge at a store?

If that answer is yes, you need to fill out a [Credit Card/Store Charge approval](#) form and have your building administrator sign it BEFORE making the purchase. When the purchase is complete, the form and itemized receipt must be turned in, along with the credit card if it was used.

If that answer is no, you can then seek to have a purchase you personally made reimbursed.

3. If there are no other options, request to be reimbursed for purchasing the item yourself.

To be reimbursed for a purchase you made yourself, you must fill out a [Check Request/Expense Claim](#) form, have it signed by your building administrator and turn it in with an itemized receipt. This should be your absolute last resort. This type of reimbursement will go through payroll, and is due by the 7th of each month to be included with that month's payroll. If it is not submitted by the 7th of any given month, you won't be reimbursed until the following month's paycheck. You will also not be reimbursed for any sales tax charges you incur. If you make purchases in this method you also risk the purchase not being approved by your building administrator, and not being reimbursed at all.

Do not order items to be delivered expecting MCW to pay the invoice when it arrives. All purchases must be made in one of the three above methods. No items or invoices that show up should be a surprise to your building secretary or administrator.