

# Purchasing<sup>A</sup>

**Why:** Doing great things for kids takes stuff! Here's how to get it.

**Who:** Jenna and Savannah are here to help.

**What:**

- All purchases must be requested through your office manager.
- An [electronic version](#) can also be found in your Google Drive
- A purchase requisition will be generated, which is signed by Tiffany. She double checks to make sure there is money in your budget, and determines the correct funding source.
- You can track your purchases on your live Google Doc Budget.
- For regular items, you should expect 2-3 weeks for delivery.
- Personal reimbursement is generally not allowable. In rare cases where this may be required, just get advance approval from your administrator.
- Here are things that would go through purchasing:
  - Textbooks
  - Travel
  - Conferences
  - Software
  - Equipment
  - Consumable Supplies
  
- Wondering where your items are? We can always give you an update, or check to see where something might be.

**When:** Grant purchases may have specific deadlines. Classroom budgets will be locked after May 1, the deadline for all purchases.