**Internal Accounts Purchases/ Payments**

A **Check Requisition/purchase Order Request Form (MIS # 172)** must be filled out and approved by your supervising administrator before submitting to the bookkeeper for the following:

**Reimbursement:** To be reimbursed, you will need *to complete* a **MIS # 172 BEFORE** you make the purchase. After you receive the approved form and compete your purchase, attach your signed receipts to you copy of the purchase order and submit to the bookkeeper for reimbursement. Receipts must be signed in ink.

**Bill School Account:** To submit an order to a vendor, a **MIS # 172** must be filled out completely and submitted to the bookkeeper. After it is assigned a purchase order number and approved by an administrator, a copy will be returned to you to place your order It is **your** responsibility to mail/fax/call in the purchase order to the vendor unless you have made other arrangements with the bookkeeper.

**Payment Included:** If you are ordering an item that requires payment to accompany the order, a completed **MIS # 172** should be submitted to bookkeeping no less than five working days prior to the day the check is needed. Documentation must also be submitted with the check request. A check will not be processed without proper back-up documentation.

If you are making a purchase that is tax exempt, it is you rresponsibility to obtain a copy of the District Sales Tax Exemption Number from the Bookkeeper before you make any purchase. If you are not sure if your purchase is tax exempt, please check with the bookkeeper for clarification.