

# MCS PTO – Purchasing Process

The PTO has many volunteers acting on behalf of the PTO leading one of its various programs. Additionally, the PTO grants monies to parties within the school community to further enrich the school. The following processes should be followed to make a purchase of goods/services on behalf of the PTO or to reimburse a party who has purchased goods/services on behalf of the PTO.

Funds are held within the Norwich School District. All transactions are subject to the guidelines and policies governed by SAU 70. All purchases are disbursed from the MCS PTO fund account #27.569

Payments are issued by check bi-weekly from the SAU70 offices. Plan accordingly as payments may take 1-3 weeks to be delivered. Standard delivery is USPS. If personal delivery of payment is required contact the PTO Treasurer to arrange.

## Step One – Purchase Order (PO)

- Contact PTO Treasurer prior to event or making a purchase to obtain an approved purchase order (PO). Request should include event items purchase for, items to be purchased, estimated amount to be spent and where items will be purchased from. The treasurer will work with the MCS Office Manager via email to issue the PO.

*Exception exists for pre-approved grants and PTO Chair. Grants that are approved by the finance committee will be communicated by the Treasurer in advance to the MCS office manager. These PO's will already be available. Additionally, the PTO Chair will be authorized each new school year with a blanket \$1000 PO to submit receipts against as necessary.*

## Step Two – Purchase

- Upon approval, make approved purchase either by:
  - Using an approved outside vendor from the Norwich School District approved vendor list (see MCS Office Manager to verify). Communicate PO# to vendor to be included on invoice, obtain invoice, and submit to MCS Office Manager.

OR

- Paying personally and submit for reimbursement. Complete “Request for Payment” form – hard copy in Treasurer’s box in MCS office (*Complete Mailing Address is important as this is where payments are sent*). Attach original, itemized receipt(s) of purchase from vendor **AND** proof of payment. If cash is used, itemized receipt is sufficient.

*Acceptable documents for proof of payment are a copy of front and back of cancelled check (black out bank account # for confidentiality) or itemized credit card receipt*

### Step Three – Reimbursement

- Checks are printed every other week by the SAU70 Finance office. Please allow up to 4 weeks to receive reimbursement via USPS mail.