

# Purchasing

- All purchases require a “PURCHASE ORDER” prior to ordering.
- The district has a list of approved vendors who accept purchase orders. Check with your Principal’s Secretary for vendor list.
- Provide a quote for the item/items you are requesting to purchase to your chair person and/or site Principal’s Secretary.
  - If you are obtaining a quote using an on-line vendor be sure to include freight if applicable. This may require you to act like you are placing the order.
  - We are required to pay California State tax at a rate of 8.75% on merchandise
  - If your quote does not include tax, calculate the tax on the merchandise only (do not include shipping & handling).
- The Principal’s Secretary will then enter a REQUISITION (REQ) to purchase your items/services.
  - The REQ will move through the approval process.
  - This can take a few days, as it is viewed by a minimum of 4 approvers.
  - Once approved, the REQ will be converted to a Purchase Order.
- Once your purchase order is processed, I will cc you on the e-mail to the vendor letting you know your order has been placed. PLEASE DO NOT RESPOND TO THIS EMAIL, RESPONSE IS ONLY REQUIRED FROM VENDOR.
- Upon receipt of your items: (THIS IS FOR FREEDOM ONLY)
  - Verify all items indicated on your packing slip have been received
  - Sign your packing slip and send it to Sherie McCoey via email at [mccoey@luhsd.net](mailto:mccoey@luhsd.net)
    - This is to let her know the items have been received and the invoice can be paid.
- NO DIRECT ORDERING. All orders must have prior approval from site principal.
- All items must be shipped to your school site. If you have items shipped to your home address, you will not be reimbursed for these expenses.
- If you receive an invoice from a vendor for one of your purchases, please send this to Sherie McCoey at [mccoey@luhsd.net](mailto:mccoey@luhsd.net).

*If you have any questions, please email or call Regina Hunt [huntr@luhsd.net](mailto:huntr@luhsd.net) or 925-634-2166 x 2043.*