

Frequently Asked Questions

1. What is a Purchase Order and when should it be used?

A purchase order is a contract between the District and a vendor for goods and/or services. In order to place an order, make purchases or start services and using district funds one must have a purchase order number.

2. How does our site make a purchase?

The employee completes a purchase order requisition and submits to their site secretary. The site secretary then uses it to initiate a purchase order for goods and services using District funds once approved by the principal.

3. What is an “Open Purchase Order”?

An open purchase order is defined as an order the customer makes with its supplier which contains multiple delivery dates scheduled over a period of time. It is normally used when there is a recurring need for expendable goods. Hence, items are purchased under a single purchase order (P.O.) rather than processing a separate P.O. each time supplies are needed. Many vendors do accept open purchase orders. Each site/department is responsible for tracking these purchases.

4. Can I order from the Vendor and then process a requisition?

No. All expenditures using District funds must be pre-approved. Ordering directly from the vendor without going through the approval process is a violation of District policy. The District is not required to honor oral or unsigned contracts for goods or services.

5. Should I send the Purchase Order to the Vendor?

No. The Accounts Payable Department will fax your purchase order to the vendor. A copy of the purchase order is sent to your site/dept. for your records. If the requestor wishes to pick up the order at the vendor’s location – please note “will call” on the requisition. The P.O. is faxed to vendor with this notation so they know not to ship the order to the site/dept.

6. Where do I send my invoices, and how long does it take for a Vendor to be paid?

Accounts Payable will process a payment within 3 weeks to a vendor once she/he receives a signed and dated okay to pay purchase order for the goods/services received by the site. All invoices are to be sent directly to the district office via mail, fax or email.

7. How do I get reimbursed for out of pocket expenses?

An employee must first have received prior approval by the principal. This is not a verbal okay but a Pay Voucher must be approved by him/her. Submit completed reimbursement request to site secretary with attached documentation that includes detailed items purchased, proof of payment and proof that shipment was made to a Shoreline Unified School District site. If your reimbursement is for supplies for a meeting then attach a copy of the agenda and sign in sheet.

8. How do I get reimbursed for my mileage?

Turn in a completed mileage form using the current year's IRS Tax rate then turn in to your site secretary.

9. How long does it take to be reimbursed for mileage or purchases made (with prior consent from your administrator) for out of pocket expenses?

Within 3 weeks of the district office receiving the reimbursement request with required backup and required approvals. Please note it is 15 working days.

10. Who do I give my reimbursement request to? Who do I follow up with regarding my reimbursement?

Turn your reimbursement request in to your site secretary. If you have any questions regarding your reimbursement please contact your site secretary.

11. How much does the district pay for mileage?

The district pays the IRS standard mileage rate for the current year. You can find this rate at <https://www.irs.gov> or ask your site secretary.

13. When am I eligible for a mileage reimbursement?

In order for an employee to complete their job for the day he/she must drive to another location that is not their permanent site and received prior approval by principal will be reimbursed for mileage. Mileage will start from their permanent location to other location. See Accounts Payable webpage for District Mileage Chart.