

To: Principals, Department Heads and support staff

From: Diane Johnson, Chief Financial Officer

Date: July 19, 2010

Re: **Purchasing Procedures**

These procedures are subject to change as circumstances and regulations evolve, and you will be notified accordingly.

Introduction

It is extremely important that all staff follow these procedures as all purchases must be documented by an approved Purchase Order. No purchases or Purchase Orders are to be mailed, phoned, e-mailed or otherwise communicated to a vendor. All purchases will be made by an approved Purchase Order, signed by the Chief Financial Officer, and issued by the Business Office.

Only purchases made by a Purchase Order sent from the Business Office and signed by the CFO are valid. Any orders submitted in any other manner will not be honored by the Arlington Public Schools. If a vendor fulfills an unauthorized purchase (for example, an unsigned Purchase Order, or an order via phone or e-mail, or an order placed by anyone outside the Business Office) that purchase will not be paid for by the Arlington Public Schools. The vendor will be directed to contact the individual who placed the order to seek payment directly from them. There are no exceptions to this policy.

Please note that the Business Office will manage all purchases that are \$5,000 or more in value. These transactions fall under Chapter 30B regulations and require multiple price quotes or competitive bid processes. Contact the Business Office for assistance if your purchase has a high dollar value.

The following procedures outline the necessary steps to make sure your purchases are made smoothly.

Purchasing Process

1. **Determine** the products or services you want to buy, and make sure you have **funds** in your budget to pay for it. Make sure you include cost of the goods plus shipping and handling costs, if applicable. It is imperative that you use current catalogues as pricing changes each year.

2. In order to **make sure you have funding for the purchase**, the Business Office will send you a report on your budget accounts monthly; you may also request an interim report if needed. Only staff with signing authority for a budget will receive these reports. You will see how much availability you have for each line item in your budget. If it turns out that you do not have enough money in your budget to cover the purchase plus any applicable, shipping and handling costs, the Business Office will **return** the Purchase Order to you and the order will not be placed.
3. **Fill out a Purchase Order** for the products or services you are requesting. The Purchase Order must be correctly filled out. (See page 5, Documentation- detailed instructions for filling out forms.) *Academic Department Heads should continue to fill out requisitions for the School Committee Administrative Secretary, who will process your Purchase Order after the CFO signs the requisition. If you have questions on the Requisition Form, contact the Business Office.*
4. Have the Purchase Order **signed** by the correct signatory. A signatory must be someone who has responsibility for a budget within the school system. No signature stamps will be accepted by the Business Office under any circumstances.
 - a. Principals may sign for purchases for their school.
 - b. Department Heads/Lead Teachers may sign for purchases for their departments. Their purchases will include products/services that may be used in any school within their department.
 - c. Facilities Manager may sign for purchases for the Maintenance and Custodial Departments.
 - d. Chief Technology Officer may sign for purchases made for the APS by the Information Technology Department.
 - e. Director of Special Education may sign for purchases for the Special Education Department that may be used in any school/program within that department.
 - f. Grant Managers may sign for purchases made under grants they manage.
 - g. Assistant Superintendent may sign for curriculum and professional development purchases.
 - h. Superintendent and Chief Financial Officer (CFO) may sign for all purchases.
5. Once the Purchase Order is complete and has the necessary signature, **send** the Purchase Order to the Business Office. Retain the Purchaser File Copy for your records.
6. The Business Office will submit all Purchase Orders to the CFO for review and signature. The CFO must sign all Purchase Orders before they are placed (including those signed by Superintendent and Assistant

- Superintendent). The Purchase Order is only complete when signed by the CFO.
7. The Business Office will then place the order with the vendor. Under no circumstances should a school or department place an order with a vendor.
 8. After the order is placed, the Business Office sends the receiving copy of the Purchase Order back to the person who requested the purchase.
 9. Upon receipt of the goods or service, please **verify** that the order has been correctly fulfilled. **Note** any discrepancies on the receiving copy of the Purchase Order. Possible discrepancies include missing or discontinued items. See # 11 below for the process to follow if partial shipments are received.
 10. **Sign, date and return** the receiving copy of the Purchase Order to the Business Office as soon as possible after receiving the goods or services. This is the only way the Business Office will know the purchase transaction has been completed and the vendor should be paid. The Business Office cannot pay any vendor's invoice until the signed receiving copy of the Purchase Order has been received.
 11. Sometimes a vendor will ship parts of an order separately. If you receive a partial shipment, indicate on the receiving copy of the Purchase Order the items that have been completely received. Also indicate the items that have yet to be received (please note reason if known) and **sign** and **date**. Copy the receiving copy of the Purchase Order with your notes, and **return** the original of the receiving copy to the Business Office. Retain the copy for your records. As items are received, indicate this on your copy of the receiving copy of the Purchase Order. Send an updated copy to the Business Office. If there are still outstanding items, retain a copy of the receiving copy for yourself. Continue this process until the order is complete.

Request for Reimbursement Procedure

Please note: these procedures have changed. Do not make any purchases for reimbursement prior to receiving a copy of the Purchase Order from the Business Office. This receiving copy must be signed by the CFO to be valid. Complete details on process follow. Please allow lead time for receipt of a signed Purchase Order when planning to make purchases for reimbursement.

1. **Before spending** any money for which you wish to be reimbursed, make sure your Principal or Department Head (i.e. whoever's budget is funding

the expense) will approve your reimbursement. In order to document this approval, the Principal or Department Head must sign a Purchase Order for the goods or services to be reimbursed. Since actual dollar amounts may not be known at this point, create the Purchase Order for your best, reasonable estimate. Note on the Purchase Order that this is for a reimbursement.

2. **Submit** your Purchase Order to the Business Office.
3. The Business Office will submit the Purchase Order to the CFO for review and signature. The CFO must sign all Purchase Orders before any goods or services can be purchased, including purchases to be paid by reimbursement.
4. The Business Office will send the signed receiving copy of the Purchase Order back to the requestor.
5. When you receive the signed receiving copy, you may make the purchase(s) for which you will seek reimbursement.
6. After all purchase(s) are completed, **send** the signed receiving copy of the Purchase Order together with a Request for Reimbursement form attached to the Business Office. All original receipts and/or a copy of the front and back of your cancelled check should be attached to the Request for Reimbursement. No reimbursement can be paid without valid receipt(s). Credit cards statements are no longer valid as receipts. Please note, for a restaurant meal, the receipt must show all items purchased and number in the party. APS will not reimburse for alcohol. Do not include sales tax on the Request for Reimbursement form. APS is a tax-exempt organization and cannot reimburse for sales tax.
7. The person requesting to be reimbursed must **sign** the reimbursement form as the claimant. A **second signature** is always required to indicate approval of a reimbursement request. Department Heads/Lead Teachers and Principals are authorized to approve reimbursement requests. If a Department Head/Lead Teacher is the claimant, a Principal must sign to approve. If a Principal is the claimant, the Assistant Superintendent or Superintendent must sign to approve.
8. Before submitting the signed documents and back-up materials, **make a copy** of the Reimbursement Form and all attached receipts. **Submit** the following to the Business Office.
 - a. Receiving copy of the Purchase Order
 - b. Signed Request for Reimbursement
 - c. All original receipts

- d. One copy of the Request for Reimbursement and all receipts
9. A check will be sent to the claimant after the reimbursement is processed.

NOTE: Direct purchases by the Business Office are tax-exempt. Private purchases, even if approved for reimbursement, are not. Sales tax will not be reimbursed.

New Vendor for Office and Classroom Supplies

In recent years, APS has used TEC Bid as a main source for office and classroom supplies. This year we will order from School Specialty instead. School Specialty has acquired Sax, Sportime, Abilitations, Childcraft, ABC, and Classroom Direct so the supplies normally ordered from these companies will be provided by School Specialty. The procedure for communicating your order for these supplies to the Business Office will be virtually unchanged from the steps formerly used for the TEC Bid. The steps to use for ordering from School Specialty are:

1. The sales representative from School Specialty will provide Requisition Forms to each school.
2. Each school should complete their School Specialty Requisition Forms and the corresponding Purchase Orders. Attach to the Purchase Orders the associated School Specialty Requisition Forms. Make sure the Requisition Forms are completely filled in, including the extensions that multiply the quantity ordered times the unit price for each item. Also make sure each individual page is totaled and that the sum of the page totals equals the dollar amount on the Purchase Order.
3. The Principal must sign the Purchase Orders.
4. Send the signed Purchase Orders with the attached Requisition Forms to the Business Office. The Business Office will request the CFO's signature.
5. Once the Purchase Order is signed by the CFO, the Purchase Order will be entered into MUNIS and the Business Office submits the Purchase Orders to School Specialty. The receiving copy of the Purchase Order will be sent back to the requisitioner, along with a copy of the online order submitted by the Business Office to School Specialty.

6. School Specialty will deliver the goods to the requisitioner. At this point, follow the same steps as numbers 9-11 on page three, notifying the Business Office as goods are received.

Documentation - detailed instructions on filling out forms

1. Purchase Order

- a. Vendor – top left block. Write in this area the name and address of the person or company that should be paid for the transaction. In the case of a purchase of goods or services, it is the supplier. In the case of a reimbursement, it is the person to whom the check should be made payable.
- b. Ship Prepaid To – top right block. Write in this area the name and address of the person and/or school that the goods or services should be delivered to. In the case of a reimbursement, write the name of the person and/or school that was the beneficiary of the goods or services that are now being reimbursed for.
- c. Date of Order – Write the date the Purchase Order is being filled out.
- d. Requisitioned By – Write the name of the person filling out the Purchase Order, or requesting the goods or service.
- e. Fiscal year – Write the fiscal year (FY) in which the purchase is occurring. For example, July 1, 2010 through June 30, 2011 is FY11.
- f. Account to be Charged – Write the budget account number that is funding this purchase.
- g. Quantity, Description, Unit Price, Amount – Write the information that applies to this order.
- h. Make sure to enter a total for the Purchase Order.
- i. Requestor – The person requesting this purchase must sign and date on this line.
- j. Principal/Dep't Head – If a Principal or Department Head's budget is funding the purchase, they must sign and date on this line.
- k. Assistant Supt/Grants Mgr – If the Assistant Superintendent or a Grant Manager's budget is funding the purchase, they must sign and date on this line. Only one signature is necessary on these two

last signature lines.

2. Reimbursement Form

- a. School – Write the name of the school where the goods or services were provided.
- b. Purchase Order # - Write the number that is on the Purchase Order that was approved for this transaction.
- c. Name of Person – Write the name of the person to whom the reimbursement check should be made payable to.
- d. Destination, Dates of Absence, Amount of cash advance if any, Purpose of Trip, Approved means of Transportation – these lines are to be filled in if applicable. They are generally used only in the case of reimbursable travel expenses.
- e. Date, Description of Claim, Amount – write on these lines an itemized listing for each expenditure for which you are seeking reimbursement. For instance, if you are traveling and need to be reimbursed for several meals, list each meal separately, with the appropriate date and amount of each meal. You would not have a line called “Meals”.
- f. Total Amount – Total of all itemized expenditures (amount you are requesting reimbursement for).
- g. Make Check Payable to – Name and address of the person to whom the reimbursement check should be made payable to.
- h. Signature of Claimant – The person to whom the check will be made payable to must sign and date the form here.
- i. Approved by Department Head – Principal or Department Head who is approving the reimbursement must sign and date the form here. If someone other than a Principal or Department Head is responsible for the budget funding the reimbursement, they may sign instead of a Principal or Department Head.
- j. Documentation – You must attach any of the following that pertain in order to support the amount you are requesting reimbursement for: original receipts, copies of cancelled checks (front & back) itemized credit card receipts (for meals, must show number of people and items purchased). Do not include sales tax on your Request for Reimbursement form. APS is a tax-exempt organization and cannot reimburse for sales tax.

Frequently Asked Questions

1. What happens if I think I have enough money in my budget, but the Business Office tells me I don't? How can I prevent against this?
 - By reviewing the account reports that you receive monthly, and keeping track of the Purchase Orders you write each month, you should be able to have a good estimate of the available funds in your budget accounts. If you need assistance mid-month because you are not sure of the current balances, please call the Business Office before completing new Purchase Orders.

2. What are common reasons that a Purchase Order might be rejected?
 - Not enough money in budget
 - Duplicate Purchase Order – a Purchase Order for the same items has already submitted
 - Frequent orders of basic items may cause the Business Office to ask you to make sure these items are truly needed at this time
 - Budget freeze in place
 - Not a necessary purchase
 - An incomplete Purchase Order that is missing information or signatures will be returned to be correctly completed

3. What happens if a vendor tells me that they cannot fill an order they received? For example, what if, after receiving a Purchase Order, a vendor lets me know that an item is no longer available or discontinued, or has been replaced by another item that I don't want? What should I do?
 1. When you hear that an order cannot be filled for any reason, you should notify the Business Office by indicating this on the receiving copy of the Purchase Order, signing the receiving copy, and returning it to the Business Office as soon as possible. The Business Office will close out or adjust the Purchase Order accordingly so that these funds become once again available in that budget account.

4. How do I submit two copies of my receipts with my Reimbursement Form so they do not get lost in transit?
 - Submit several receipts with reimbursement forms (for example, meal or toll receipts or other small format receipts) by laying them on a sheet of paper and taping them down, so that they can be run through the automatic feed of a copier when you make your copies. Attach the sheet with the taped originals, and a copy, to the Reimbursement Forms. This way they arrive at the Business Office

complete and secure.

5. Why do I need to make two sets of everything I submit to the Business Office?
 1. The Business Office needs two sets of all documents because the originals are sent to the Town of Arlington Comptroller's Office and the copies need to be kept in the School Department Business Office.

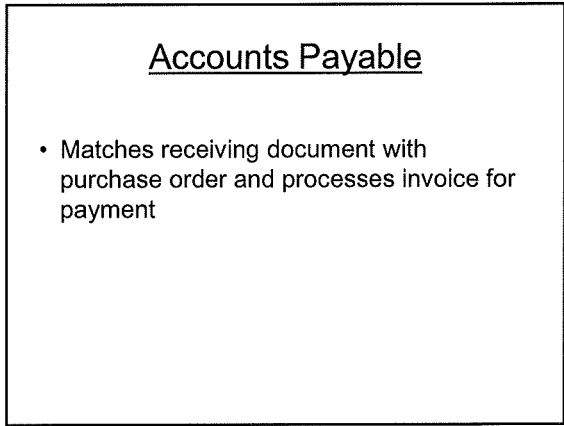
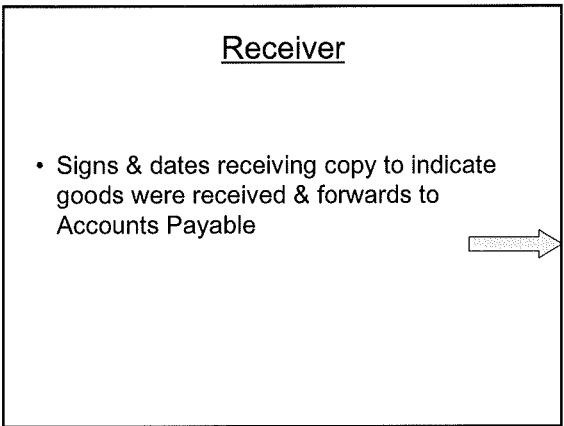
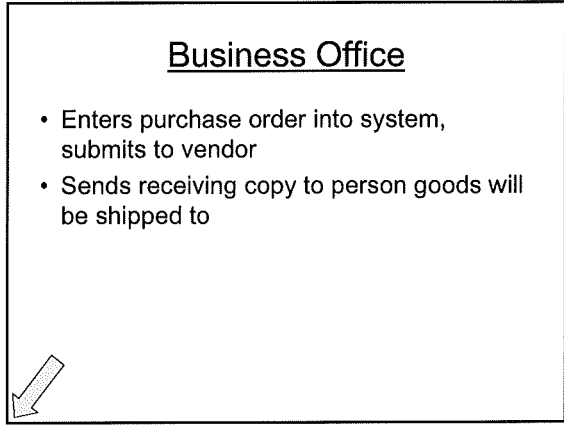
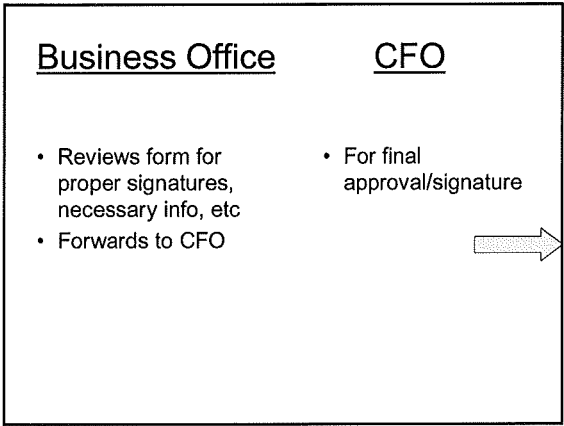
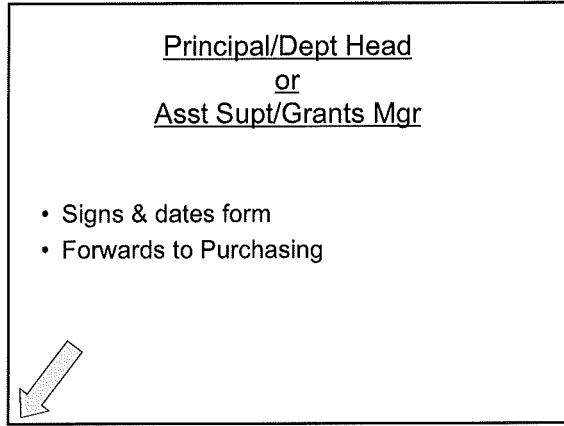
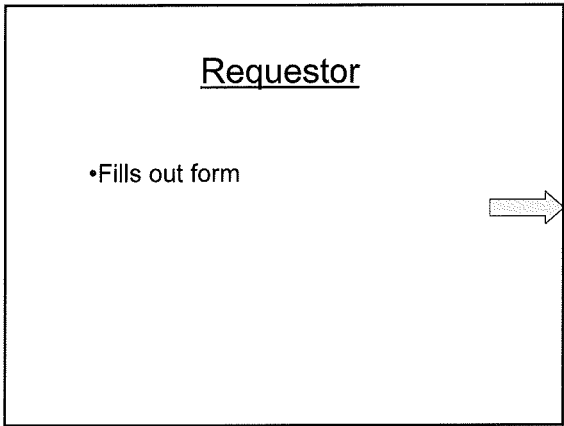
6. Why do I need to submit itemized receipts for reimbursement for meals and other expenses?
 1. The Business Office cannot reimburse for sales tax, alcohol, and other non-allowable expenses.
 2. For restaurant meals, the Business Office needs to see on the receipt how many people were there, so that they can confirm that the expense is reasonable.

7. How do I contact the Business Office?

Purchasing Officer: Neile Emond
781-316-3516
nemond@arlington.k12.ma.us

Accounts Payable Clerk: Jocelyn Siccone
781-316-3967
jsiccone@arlington.k12.ma.us

Budget Analyst: Janet Collins
781-316-3512
jcollins@arlington.k12.ma.us



TEL: (781) 316-3516
FAX: (781) 316-3638

TOWN OF ARLINGTON ARLINGTON PUBLIC SCHOOLS

ARLINGTON, MASSACHUSETTS 02476

PURCHASE ORDER
No.

INVOICE IN DUPLICATE SEND TO
ACCOUNTS PAYABLE-BUSINESS OFFICE
P.O. BOX 167
ARLINGTON, MASS. 02476-0002

INSTRUCTIONS TO INDIVIDUAL MAKING PURCHASE

- 1. BE THOROUGH. FILL IN ALL INFORMATION EXCEPT WHERE OTHERWISE INSTRUCTED.
- 2. BE SPECIFIC IN DESCRIPTIONS. FOR SUPPLIES, SHOW SIZE, COLOR, CAT. NO., ANY PERTINENT INFORMATION. FOR BOOKS, SHOW TITLE, AUTHOR, PUBLISHER, COPYRIGHT DATE.
- 3. BE AS PRECISE AS POSSIBLE IN PRICES.
- 4. FILL IN NAME AND ADDRESS OF VENDOR
- 5. P.O. MUST BE TYPED
- 6. GOLD COPY - PLEASE SIGN UPON RECEIPT OF GOODS/SERVICES
- 7. GREEN COPY - RETAIN FOR YOUR FILES

VENDOR NAME & ADDRESS
OF PERSON OR COMPANY
THAT SHOULD BE PAID
FOR TRANSACTION

SHIP PREPAID TO

NAME & ADDRESS
OF PERSON & SCHOOL
GOODS SHOULD BE DELIVERED TO

NOTE: See Instructions to Vendor below

SHIP ALL GOODS PREPAID.
TAX EXEMPT PURCHASER
NO. E - 046 - 001 - 070

DATE OF ORDER DATE BEING FILLED OUT	REQUISITIONED BY NAME OF PERSON FILLING OUT PURCHASE ORDER	FISCAL YEAR FISCAL YEAR PURCHASE OCCURS IN	ACCOUNT TO BE CHARGED TO BE CHARGED TO	BUDGET ACCOUNT #
QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT	
# BEING ORDERED + UNIT, PIECES PALLET, BOXES ETC	DESCRIPTION OF ITEM BEING ORDERED + ITEM # IF KNOWN, COLOR, SIZE, MODEL #, ETC. IF APPLICABLE	PRICE FOR 1 UNIT/ITEM	EXTENSION: QTY ORDERED X UNIT PRICE FOR EACH ITEM ORDERED	
			TOTAL: SUM OF ALL ITEMS IN THIS COLUMN	

INSTRUCTIONS TO VENDOR:

- 1. ISSUE SEPARATE INVOICE FOR EACH P.O.
- 2. RENDER INVOICES IN DUPLICATE AND SEND TO ACCOUNTS PAYABLE-BUSINESS OFFICE P.O. BOX 167 ARLINGTON, MA 02476-0002
- 3. INVOICE MUST SHOW NUMBER OF UNITS & UNIT PRICE FOR EACH ITEM.
- 4. SHIP ALL GOODS PREPAID.
- 5. P.O. NUMBER MUST APPEAR ON INVOICE, PACKING LIST, AND PACKAGES

NO BILL WILL BE APPROVED FOR PAYMENT UNLESS THESE INSTRUCTIONS ARE CARRIED OUT.

I CERTIFY THAT FUNDS ARE AVAILABLE IN MY APPROPRIATION FOR THIS PURCHASE

SIGNATURES:

REQUESTOR: PERSON REQUESTING PURCHASE SIGNED DATE

PRINCIPAL/DEPT. HEAD: PRINCIPAL OR DEPT HEAD WHOSE BUDGET IS BEING CHARGED + IS APPROVING PURCHASE DATE

ASSISTANT SUPT./GRANTS MGR: ASST SUPT OR GRANT MGR WHOSE BUDGET IS BEING CHARGED + IS APPROVING PURCHASE DATE

THIS PURCHASE ORDER IS NOT VALID UNLESS SIGNED BY SUPERINTENDENT OR CHIEF FINANCIAL OFFICER

BY C.F.O.'S SIGNATURE DATE

ONLY 1 OF THESE IS NECESSARY

FOR DEMONSTRATION PURPOSES ONLY

TEL: (781) 316-3516
FAX: (781) 316-3638

TOWN OF ARLINGTON
ARLINGTON PUBLIC SCHOOLS
ARLINGTON, MASSACHUSETTS 02476

PURCHASE ORDER
No.

INSTRUCTIONS TO INDIVIDUAL MAKING PURCHASE

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3. BE AS PRECISE AS POSSIBLE IN PRICES.
4. FILL IN NAME AND ADDRESS OF VENDOR
5. P.O. MUST BE TYPED
6. GOLD COPY - PLEASE SIGN UPON RECEIPT OF GOODS/SERVICES
7. GREEN COPY - RETAIN FOR YOUR FILES

INVOICE IN DUPLICATE SEND TO
ACCOUNTS PAYABLE-BUSINESS OFFICE
P.O. BOX 167
ARLINGTON, MASS. 02476-0002

VENDOR W. B. MASON
59 CENTRE ST
BROCKTON, MA 02303

SHIP
PREPAID
TO →

CHARLES SKIDMORE
ARLINGTON HIGH SCHOOL
869 MASS AVE
ARLINGTON, MA 02476

SHIP ALL GOODS PREPAID.

TAX EXEMPT PURCHASER

NO. E - 046 - 001 - 070

NOTE: See Instructions to Vendor below

FAX# 800-773-4488

DATE OF ORDER	REQUISITIONED BY	FISCAL YEAR	ACCOUNT TO BE CHARGED
5/23/10	A. ALBERTAZZI	FY10	02500162 8353 2430
QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1 PALLET	WHITE COPY PAPER - 8.5x11 - #1001	\$ 991.80	\$ 991.80
4 BOXES	SBC SELF SEAL ENVELOPES - 9x12 - WHITE # SBCSC 2890W	\$ 16.98	\$ 67.92
1 DOZEN	PAPER MATE SHARP WRITER MECHANICAL PENCILS #2 LEAD	\$ 3.98	\$ 3.98
2	"TODAY IS" WALL CALENDARS - REFILLABLE 6 5/8 x 9 1/8	\$ 17.50	\$ 35.00
TOTAL			\$ 1,098.70

INSTRUCTIONS TO VENDOR:

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2. RENDER INVOICES IN DUPLICATE AND SEND TO ACCOUNTS PAYABLE-BUSINESS OFFICE P.O. BOX 167 ARLINGTON, MA 02476-0002
3. INVOICE MUST SHOW NUMBER OF UNITS & UNIT PRICE FOR EACH ITEM.

4. SHIP ALL GOODS PREPAID.
5. P.O. NUMBER MUST APPEAR ON INVOICE, PACKING LIST, AND PACKAGES

NO BILL WILL BE APPROVED FOR PAYMENT UNLESS THESE INSTRUCTIONS ARE CARRIED OUT.

I CERTIFY THAT FUNDS ARE AVAILABLE IN MY APPROPRIATION FOR THIS PURCHASE

REQUESTOR CHARLES SKIDMORE'S
SIGNATURE _____ DATE 5/23/10
PRINCIPAL/DEPT. HEAD _____ DATE _____
ASSISTANT SUPT./GRANTS MGR. _____ DATE _____

THIS PURCHASE ORDER IS NOT VALID UNLESS SIGNED BY SUPERINTENDENT OR CHIEF FINANCIAL OFFICER

BY D. JOHNSON'S SIGNATURE
DATE _____

TEL: (781) 316-3516
 FAX: (781) 316-3638

TOWN OF ARLINGTON
ARLINGTON PUBLIC SCHOOLS
 ARLINGTON, MASSACHUSETTS 02476

PURCHASE ORDER
 No. _____

INSTRUCTIONS TO INDIVIDUAL MAKING PURCHASE

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- 3. BE AS PRECISE AS POSSIBLE IN PRICES.
- 4. FILL IN NAME AND ADDRESS OF VENDOR
- 5. P.O. MUST BE TYPED
- 6. GOLD COPY - PLEASE SIGN UPON RECEIPT OF GOODS/SERVICES
- 7. GREEN COPY - RETAIN FOR YOUR FILES

INVOICE IN DUPLICATE SEND TO
 ACCOUNTS PAYABLE-BUSINESS OFFICE
 P.O. BOX 167
 ARLINGTON, MASS. 02476-0002

VENDOR

SHIP
 PREPAID
 TO →

NOTE: See Instructions to Vendor below

SHIP ALL GOODS PREPAID.
TAX EXEMPT PURCHASER
 NO. E - 046 - 001 - 070

DATE OF ORDER	REQUISITIONED BY	FISCAL YEAR	ACCOUNT TO BE CHARGED	
QUANTITY	DESCRIPTION		UNIT PRICE	AMOUNT

INSTRUCTIONS TO VENDOR:

- 1. ISSUE SEPARATE INVOICE FOR EACH P.O.
- 2. RENDER INVOICES IN DUPLICATE AND SEND TO ACCOUNTS PAYABLE-BUSINESS OFFICE P.O. BOX 167 ARLINGTON, MA 02476-0002
- 3. INVOICE MUST SHOW NUMBER OF UNITS & UNIT PRICE FOR EACH ITEM.

- 4. SHIP ALL GOODS PREPAID.
- 5. P.O. NUMBER MUST APPEAR ON INVOICE, PACKING LIST, AND PACKAGES

NO BILL WILL BE APPROVED FOR PAYMENT UNLESS THESE INSTRUCTIONS ARE CARRIED OUT.

I CERTIFY THAT FUNDS ARE AVAILABLE IN MY APPROPRIATION FOR THIS PURCHASE

REQUESTOR _____ DATE _____
 PRINCIPAL/DEPT. HEAD _____ DATE _____
 ASSISTANT SUPT./GRANTS MGR. _____ DATE _____

THIS PURCHASE ORDER IS NOT VALID UNLESS SIGNED BY SUPERINTENDENT OR CHIEF FINANCIAL OFFICER

BY _____ DATE _____

SIGN BELOW UPON RECEIPT OF GOODS/SERVICES AND RETURN TO ACCOUNTS PAYABLE

SIGNATURE OF PERSON _____
 PURCHASER _____
 VERIFYING RECEIPT OF GOODS _____

DATE
 SIGNED
 DATE

GOLDENROD / RECEIVING COPY →

Arlington Public Schools

School LOCATION/SCHOOL Purchase Order # # OF APPROVED PO
 Request For Reimbursement of Expenses Incurred
Reimbursements in Duplicate & Receipts

ITEMIZED LISTING
 OF ALL ITEMS BEING
 SUBMITTED FOR PAYMENT - BY RECEIPT

Name of Person SUBMITTING FOR REIMBURSEMENT
 Destination _____
 Dates of Absence _____ Amount of Cash Advance (if any) \$ _____
 Purpose of Trip _____
 Approved Means of Transportation _____

Important: Itemized receipted bills, or itemized bills plus cancelled checks MUST be submitted for (a) lodging of any amount and (b) expenditures of \$10.00 or more.

DATE	DESCRIPTION OF CLAIM	AMOUNT
<u>DATE ON RECEIPT</u>	<u>DESCRIPTION OF ITEM</u>	<u>\$ AMOUNT ON RECEIPT</u>

TO BE MADE OUT IN DUPLICATE, SIGNED AND DATED BY DEAPRTMENT HEAD

TOTAL AMOUNT OF ALL RECEIPTS LISTED ABOVE

I HEREBY CERTIFY THAT THE ABOVE CLAIM AND STATEMENTS AS SET FORTH ARE TRUE AND CORRECT: THAT NO PART THEREOF HAS BEEN PREVIOUSLY REIMBURSED.

MAKE CHECK PAYABLE TO:

NAME: NAME OF PERSON BEING REIMBURSED

ADDRESS: ADDRESS OF ABOVE

SIGNATURE OF CLAIMANT SIGNATURE OF PERSON BEING REIMBURSED DATE DATE SIGNED

APPROVED BY DEPARTMENT HEAD PRINCIPAL OR DEPT HEAD WHOSE BUDGET IS BEING CHARGED + IS APPROVING PURCHASE. DATE L

NOTE: YOU CANNOT APPROVE YOUR OWN REIMBURSEMENT

FOR DEMONSTRATION PURPOSES ONLY

Arlington Public Schools

School HS - Supt's Office Purchase Order # 100792
Request For Reimbursement of Expenses Incurred
Reimbursements in Duplicate & Receipts

Name of Person KAREN TASSONE
Destination _____
Dates of Absence _____ Amount of Cash Advance (if any) \$ _____
Purpose of Trip _____
Approved Means of Transportation _____

Important: Itemized receipted bills, or itemized bills plus cancelled checks MUST be submitted for (a) lodging of any amount and (b) expenditures of \$10.00 or more.

DATE	DESCRIPTION OF CLAIM	AMOUNT
<u>10/15/09</u>	<u>PARKING - SEMINAR - MASBO</u>	<u>\$ 8.00</u>
<u>10/30/09</u>	<u>POSTAGE - PACKAGE SENT TO MA DEPT OF ELEM. & SEC. ED</u>	<u>\$ 25.83</u>

TO BE MADE OUT IN DUPLICATE, SIGNED AND DATED BY DEPARTMENT HEAD

TOTAL AMOUNT \$ 33.83

I HEREBY CERTIFY THAT THE ABOVE CLAIM AND STATEMENTS AS SET FORTH ARE TRUE AND CORRECT. THAT NO PART THEREOF HAS BEEN PREVIOUSLY REIMBURSED.

MAKE CHECK PAYABLE TO:

NAME: KAREN TASSONE

ADDRESS: 10 SMITH ST
ARLINGTON, MA 02474

SIGNATURE OF CLAIMANT KAREN TASSONE'S
SIGNATURE DATE 11/1/09

APPROVED BY DEPARTMENT HEAD KATHY BODIE'S
SIGNATURE DATE 11/5/09

Dartmouth Street Lot
Malden MA

Fee Computer Number: 10
Cashier: ID #1
Transaction Number: 24
Entered: 10/05/09 08:10
Exited: 10/05/09 12:12
Rate: Area 1
Total Fee: \$8.00
Cash: \$8.00

Thank you for choosing
Have a nice day

=====

EAST WATERTOWN
WATERTOWN, Massachusetts
024724154
2407980472-0098
10/30/2 (617)924-7480 03:20:05 PM

=====

===== Sales Receipt =====

Product Description	Sale Unit Qty	Price	Final Price
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AMHERST MA 01003			\$1.05
Zone-2 First-Class			
Large Env			
1.30 oz.			
Customer Postage			-\$0.42

Issue PVI: \$0.63

5c Amer	24	\$0.05	\$1.20
Tolareware			
PSA			
\$1 Wisdom	24	\$1.00	\$24.00
PSA			

Total: \$25.83

Paid by:
Debit Card \$25.83
Account #: XXXXXXXXXXXXXXX
Approval #: 366699
Transaction #: 899
23902880848
Receipt#: 002180

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Clerk: 04

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