



Career and Technical Education
Policies & Procedures
2023-2024

Purchase Order Request Instructions

- Provide a Purchase Order Request to Sue Stempert. This request must have a printout of the item(s) being requested – cart printout, page printout, etc. Be sure to use the most up to date form found in CTE Teams.
- Purchase Order Requests **must be signed by your principal**.
- Once processed, we will let you know if they are approved, denied. The order will be placed for you and will let you know when to expect them.
- In the event it is approved, you will receive the PO back. The school will be required to order those items (large equipment), set appointments for installation, etc. An email will accompany the PO with instructions.
- Any PO Request over \$5,000 **MUST** have 3 quotes with it. Please remember these will take a little longer to process on the CTE end because they require two signatures before ordering.
- Once an item is received, you will need to send Sue the packing slip. Please send them immediately upon receipt. Purchase orders require checks and invoices will not be paid unless packing slip is received as verification of the item.
- Check the item when received (immediately) for damage or an error in shipment.
- Be conscientious of the return policy – do not throw boxes away for equipment until you are sure the item is working properly.

Bar Coding Procedures

- All items over \$500 must be bar coded for inventory. The serial number, make, model# and description will need to be sent to Sue Stempert. The appropriate bar code for each item will be sent to the CTE Admin. Be sure to match the serial number w/ the bar code sent. Keep track of your own inventory and add the bar code number to your spreadsheet.
- If there is an item that cannot be bar coded (i.e. fencing), be sure to have an inventory book with will include the bar code, make/model of item, cost, etc.

Maintenance Procedures

- CTE maintenance funds are limited and will be used to maintain and repair stoves, kitchen hood cleaning/repair, refrigeration systems, dishwasher, and large equipment in our culinary arts and manufacturing program of study.
- Please follow the district process for requesting these funds to include preparing a purchase order. **A quote is required to come with the purchase order.** Any repair quote coming in above \$5,000 will require three quotes. Repair cost will be reviewed to determine the cost of repair versus the value of the equipment. If the cost to repair is more than the cost or value of the equipment, the recommendation will be to replace the item. If provided an emergency approval for equipment repair, please have the school (finance secretary) pay for the repair and complete a transfer form from the school. Please remember, the principal must approve all purchase requests.

Disposition

- All CTE equipment that is no longer needed, inoperable, or obsolete qualifies for equipment disposition by the district.
- Please download the disposition packet (which includes the disposition template).
- Contact Mr. Blacklocke (mblackocke@dorchester2.k12.sc.us) for instructions on the disposition process.

Conference/Field Trip Forms

- Paperwork needs to be approved prior to the conference/field trip/event taking place.
- Each participant requesting to attend a conference should complete and sign a “Request to Attend Official Meeting/Field Trip” form. Be sure to attach Agenda/Meeting Notice. **Please use the most up to date form found in CTE Teams.**
- Be sure to include expenses for registration, travel, lodging, and Sub pay.
- Request reimbursement of meals from building principal prior to attending your meeting
- Secure your principal’s approval (signature) to attend a conference, workshop, and/or fieldtrip.
- Send “Request to Attend Official Meeting/Field Trip” form to Sue Stempert, District Office for processing. *Be sure to attach Agenda/Meeting Notice.*
- **Upon approval**, the “Request to Attend Official Meeting/Field Trip” form(s) will be returned to participants for your record.
- A PO request form needs to accompany the meeting form – 1 PO request to include all other expenses – registration, hotel, airfare. Be sure to include all the backup with it.
- **Group Registration- Student Organizations** – at the State level, all information (POs, forms, etc) will come to Sue - she will make all the arrangements. At the National level, the organization will make all the arrangements and CTE will reimburse only the 1st place winner’s expenses.
- Complete a Reimbursement Statement for allowed reimbursable expenses **within 10 days of return (Meals not included)**. Agenda (1-2 pages) showing workshop name, location and inclusive dates must be attached to the reimbursement form. An invoice from the hotel must also be attached with the agenda if overnight stay was required. Forward these items to Sue for processing.

Additional Notes:

- All employees are expected to be frugal and remain cognizant of public accountability when traveling at the district’s (CTE) expense. Also, be reminded that it may take **up to 15 working days** for reimbursements.
- While traveling district employees are required to use the most economical mode of transportation, if traveling with another district employee, reimbursement will be given only to the driver for mileage.
- An expense not covered by CTE is food.
- CTE only provides one means of transportation. Meaning if you travel and airfare is paid for – rental car will not.
- Training accommodation – if it is on site, you will need to stay on site.

Reimbursement Form

- Submit your reimbursement form to Sue Stempert. Please use the latest edition found in CTE Teams
- Include the agenda from the meeting/conference. The agenda must include date, location, and name of event.
- Your principal does not need to sign this document.
- Account numbers will be provided at the District Office.
- Processing takes approximately 2 weeks once finance receives the form.
- Remember food is not reimbursable through CTE funds.
- Mileage is calculated using your school as the beginning and ending point.