

# Purchasing Procedures

## For Orders you need the District Office to place

- Enter a requisition in **Employee Access Skyward**> Financial Management>Purchasing>Requisition
- Order will then be approved or denied by your administrator ,then to Maria to approve or deny, if approved I will then process and place the order
- Any questions about process, access, vendors or available accounts please email me khoff@nfdlschools.org
- Click [here](#) for detailed directions

## eCommerce Requisitions

(Staples, Nasco, Lakeshore, Really Good Stuff, Kaplan, Abilitations, Childcraft, Classroom Direct, Frey, Sax, School Specialty AND Amazon)

- Any orders from the above vendors must be placed by eCommerce in Skyward
- Enter a requisition in **Employee Access Skyward**> Financial Management>Purchasing>Requisition
- You will then choose “Add From Online Catalog”> choose vendor
- Order will then be approved or denied by your administrator ,then to Maria to approve or deny, if approved I will then process and place the order
- Any questions about process, access, vendors or available accounts please email me khoff@nfdlschools.org
- Click [here](#) for detailed directions

## School District Issued Credit Cards

- **All District issued credit cards are to be used only by person whose name is on the card. Do not loan your card to others**
- **Any charges that do not have a receipt submitted will be charged to the individual and will be deducted from their paycheck.**
- When you make a purchase using your school credit card you will be putting a requisition in Skyward following the purchase
- Enter a requisition in **Employee Access Skyward**> Financial Management>Purchasing>Requisition
- Any purchase made with a school credit card the **vendor** will always be **BMO**
- In the description line put the Specific store name and brief description of the purchase
- Attach the receipt as an attachment (if you are unable to attach a receipt you can email it to bmoreceipts@nfdlschools.org) Please keep your own original receipts
- Your purchase will then be approved by your administrator , then Maria
- Any questions about process, access, or available accounts please email me khoff@nfdlschools.org

**\*Amazon orders should only be placed using eCommerce. Please do not use your school issued credit card or a personal credit card**