Oklahoma City
PUBLIC SCHOOLS

Fiscal Year 2025

Beginning of the Year (BOY)
Finance Training –

PURCHASING

PURCHASING DEPARTMENT:

Send Purchasing questions to purchasing@okcps.org

Marti Sturm-Sawyer (Bids/Technology)

Buyer 100

Purchasing Manager

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405-587-1046

Jordan Bradford (Bids/Technology)

Buyer 101

Purchasing Manager

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Lisa Hays (Elementary and Athletics)

Buyer 102

Purchasing Specialist

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405-587-1049

Rashelle Caliebe (High School/Middle Schools/Vendor Application)

Buyer 104

Purchasing Specialist

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Tami Wilkinson (Operations/Transportation/ SNS/Admin)

Buyer 105

Purchasing Specialist

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Jan Saylors (P-Card/Travel/ Admin)

Buyer 106 (P-Card) & Buyer 103

Purchasing Specialist

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405-587-1047

PURCHASING FUNDAMENTALS
Thresholds

➢ **PURCHASES: (General, SAF, Title I, SNS, & Grant Funds)**

    ➢ **$0 - $10,000.00 – One Written Quote (Primary Vendor)**

    ➢ **$ 10,000.01 - $250,000.00 – Three (3) Written Quotes**

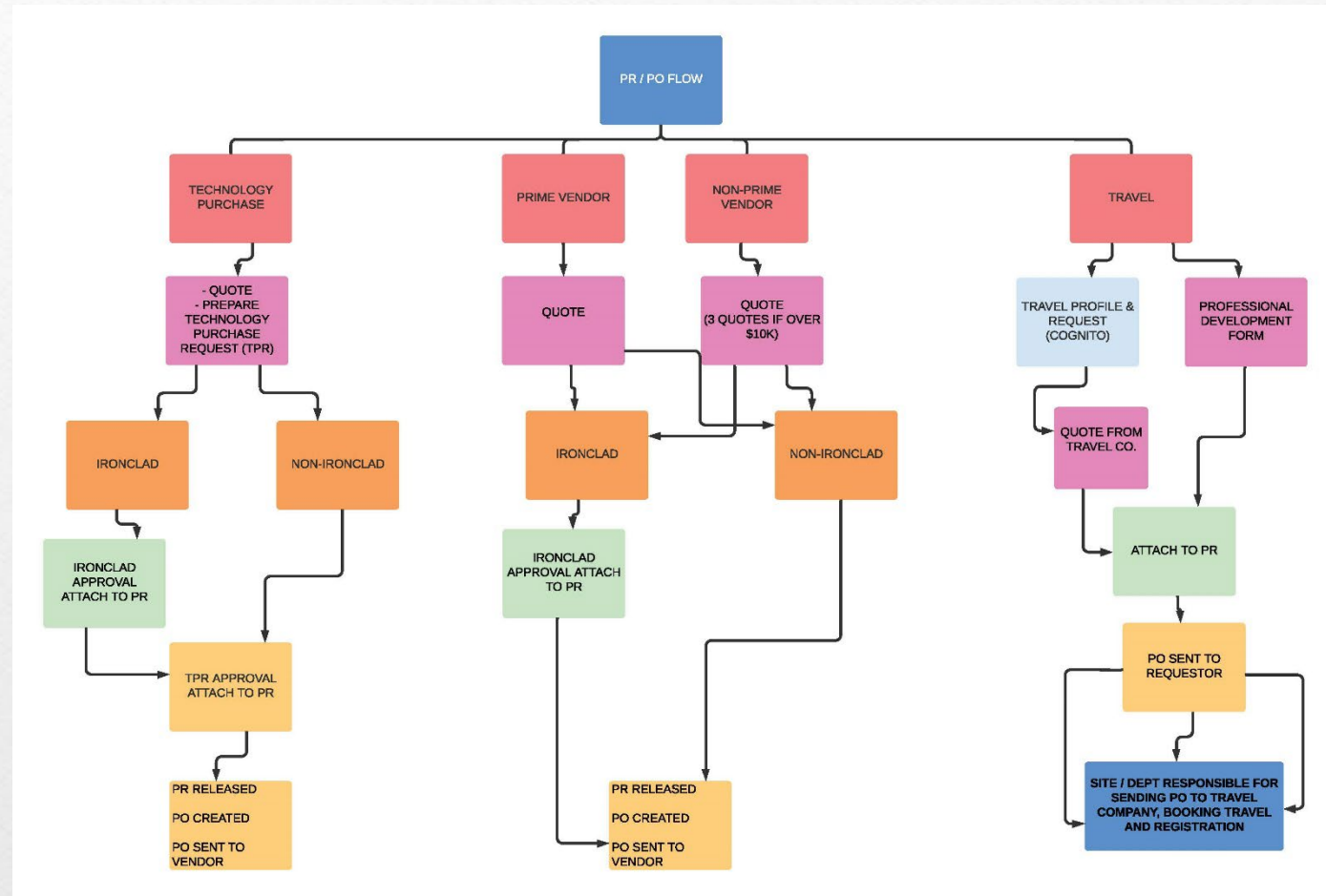   ➢ **$250,000.01 – And Greater – RFQ/RFP (Sealed Bid Process)**

Purchasing Fundamentals
Procurement Process

- Request for Need (Site)
- Create PR (Site)
- Release PR (Principal/ILD)
- Convert to PO (Purchasing)
- Close PR (Purchasing)
- Goods Receipt (Site)
- Invoice (Accts Payable)
- Close PO (Site/Purchasing)

Purchasing Fundamentals
Procurement Triangle

PURCHASE ORDER
(Purchasing Unit)

GOODS RECEIPT
(School Site Location)

INVOICE/PAYMENT
(Accounts Payable)

THREE WAY MATCH
EQUAL LEVEL OF BALANCE

PURCHASE REQUISITIONS:

➢ Sponsor completes Requisition Request (Approved by Principal)

➢ Financial Secretary (FS) creates a PR/PRAF in SAP

   No Typos / If SAF - Begin Text w/ SAF / Use Date Format 01/02-08/21

➢ FS uploads any documentation: Contracts w/ Lextree approval and/or Quote(s) Requirements (Required)

➢ Principal (Custodian) reviews attachments for PR compliance and releases (approves) PR.

➢ Release Limits:

   ❖ Elementary $500 and under: PR released by Principal.

   ❖ Elementary $500.01 and higher: PR released by Principal and ILD.

   ❖ Middle & High School $750 and under: PR released by Principal.

   ❖ Middle & High School $750.01 and higher: PR released by Principal and ILD.

PURCHASE ORDERS:

➤ Close POs - POs should close within 60-90 days.

    ❖   Except Blanket/Mileage POs

➤ Goods Receipt (GR) – Upload Packing Slips to MIGO

    ❖ Check off, Date, and Sign upload to SAP

➤ Open PO Report (ZMM97TD) – Run & Analyze every 30 days.

    ❖ Variations in GRs, IRs, & PO amount –

    ❖ Review, confirm, adjust if necessary.

➤ Three (3) Way Match is necessary to close PO.

    ❖ Email Purchasing to reduce PO amount to GR/IR amount.

PROFESSIONAL DEVELOPMENT TRAVEL:

➢ **FORM APPROVED 30 DAYS PRIOR TO TRIP (All Signatures)**

➢ **PR Created -** PR Requestor enters PR in draft mode (U Status) into SAP to establish PR number for PD/Travel Request Form.

➢ **PD/Travel Request Form -** Attendee completes PD/Travel Request form. Form & Conference Agenda are routed for approval signatures.

➢ **PR Update -** PD/Travel Form returned approved - PR Requestor moves PR to K Status and approved PD/Travel Request Form and Conference Agenda is attached to the PR. *(PD/Travel Form & Agenda must attached to PR for Buyer to convert PR to PO)*

➢ **PR Approval (Release Strategy) -** PR is approved / released in SAP according to release strategy.

➢ **PR Converted to Purchase Order (PO) -** After PR is approved, the Buyer will convert PR(s) into PO(s) and forwards PO(s) to Requestor.

➢ **Conference Registration -** *PR Requestor registers Attendee for the Conference and books travel with Travel Company.*

➢ **If any, Expense Reimbursement (within 30 days of the completion of the travel event) -** Attendee submits Expense Reimbursement (or Mileage) form with original itemized receipts & routes for approval signatures.

➢ **Goods Receipt -** After verifying attendance, PR Requestor GRs all POs in SAP.

➢ **Invoice Receipt -** Expense reimbursement forms and receipts submitted to Accounts Payable Department to process for payment.

➢ **NO SHOW** – Note Conference cancellation requirements. OKCPS may still be responsible for payment.

ILLEGAL PURCHASE:

Purchase made PRIOR to a PO being converted –

If item is purchased/received BEFORE a PO is issued, it is considered an ILLEGAL PURCHASE and *an Illegal Purchase Form* must be completed before PR can be converted or payment can be made.