

PICKAWAY COUNTY EDUCATIONAL SERVICE CENTER

CERTIFICATION OF UNDERSTANDING OF PURCHASING PROCEDURES

1. **The Ohio Revised Code requires that a purchase order be obtained prior to any purchase.**
2. The Ohio Revised Code also requires that if a purchase order is not obtained prior to a purchase the Board of Education may be required to approve payment before the Treasurer's Office can remit payment.
3. The Treasurer's Office purchasing procedures can be viewed by clicking on the Employee Kiosk section of our ESC website.
<http://www.pickawayesc.org/ESCEMPLOYEEINFORMATION.aspx>

FOR YOUR INFORMATION:

- A. Companies list the order date, ship date and invoice date on their bills. Therefore, the Treasurer's Office and auditors can easily see if an employee places an order prior to obtaining a purchase order.
- B. If you will have meeting expenses that will need to be reimbursed, create a requisition prior to your meeting date(s) and obtain an approved copy of the Purchase Order (Remember to allow enough time for your request to be approved and created; time frames are listed on the requisition).
- C. **If you do not first obtain an approved purchase order for any purchases, meeting expenses, mileage, ordering any fundraiser items for resale and/or services, etc., the expense will become the responsibility of the employee who did not follow the purchasing procedures. The Treasurer's office will not pay these invoices.**

FOR PICKAWAY COUNTY EDUCATIONAL SERVICE CENTER EMPLOYEE TO COMPLETE:

By my signature below, I hereby acknowledge that I have reviewed the handout on purchasing procedures of Pickaway County ESC and that I understand the purchasing procedures of the Pickaway County ESC. This understanding includes the fact that I must have an approved purchase order from the Treasurer's Office prior to making any purchase, ordering any fundraiser items for resale and/or services, etc. I also understand that I must have an approved purchase order prior to making any purchase on which I plan to request reimbursement. In addition, I understand that I need to request an approved purchase order prior to incurring any reimbursable meeting expenses including meals, mileage, or lodging.

Employee Signature/Date

Employee Printed Name

**PLEASE MAKE A COPY OF THIS FORM BEFORE TURNING INTO
TREASURER'S OFFICE**