

Purchasing Procedures

RRSEC Fund Request Form (FRF)

- Required for all purchases of instructional supplies, materials, equipment, and professional development related purchases
- Filled out by the person requesting the purchase
 - One FRF per vendor
 - “Why it is needed” needs to be completed and specific
- Give completed form to the building Admin. Assistant - they will get approval from the Executive Director or Program Coordinator
- Approved/Signed by the Executive Director of Special Education or Program Coordinator
- Bill backs are sent to the district Business Manager for approval before order is processed since we are asking to use their funds
 - Purchases are billed back to the district when an item stays with the student or within a district other than RRSEC
 - Please allow additional approval time before item(s) are ordered
- You will be notified when item is delivered

Workshop Request Form (includes out of state travel)

- Required for all conferences, workshops, and trainings that incur a cost
- Completed by person requesting the purchase
 - New field to complete is how the workshop or activity will align with your individual growth goals and/or scope of practice
- Approved/signed by the Executive Director of Special Education
- Registration will be completed by the Assistant to the Director of Special Education
- Meal reimbursement allowance will be:

	In State	Out of State
Breakfast	\$10.00	\$12.00
Lunch	\$15.00	\$20.00
Dinner	\$20.00	\$25.00

Request for Mileage/Expense Reimbursement (electronically through ESS)

- Required for any purchases made with personal funds
- Mileage for business, description of locations and student initials if appropriate
- Entered and routed by the person requesting reimbursement in ESS (SMARTeR)
- Purchase reimbursements must be approved by the Executive Director of Special Education prior to purchase with a RRSEC FRF.
- The signed FRF will be sent to you to upload along with your receipt for reimbursement.
- All reimbursements are to be routed by the 20th of the month following the mileage/purchase.

