GENERAL ACCOUNTING: PURCHASING
Purchase of Goods or Services and Check Requests

PURPOSE OF PROCEDURE

These procedures are to be followed for all purchases made, except for purchases of consulting services. These procedures describe the processes to be followed to:

- Plan and initiate a purchase,
- Obtain bids as required by policy,
- Check out Purchase Order,
- Prepare the Purchase Order,
- Prepare the Check Request
- Obtain ALL necessary approval, and
- Place the order.

The procedures for processing Purchase Orders, Check Requests and Contract for Consulting Services are contained in Procedure III-A-1.3.

POLICY REFERENCE

I-A: Purchasing- Requires use of a Purchase Order for all purchases, and sets limits under which bids are to be obtained.

FORMS TO BE USED

III-A-1.1a, Purchase Order

III-A-1.1b, Blanket Purchase Order

III-A-1.1c, Menards Purchase Order

III-A-1.1d, Kmart Purchase Order

III-A-1.1e, Check Request

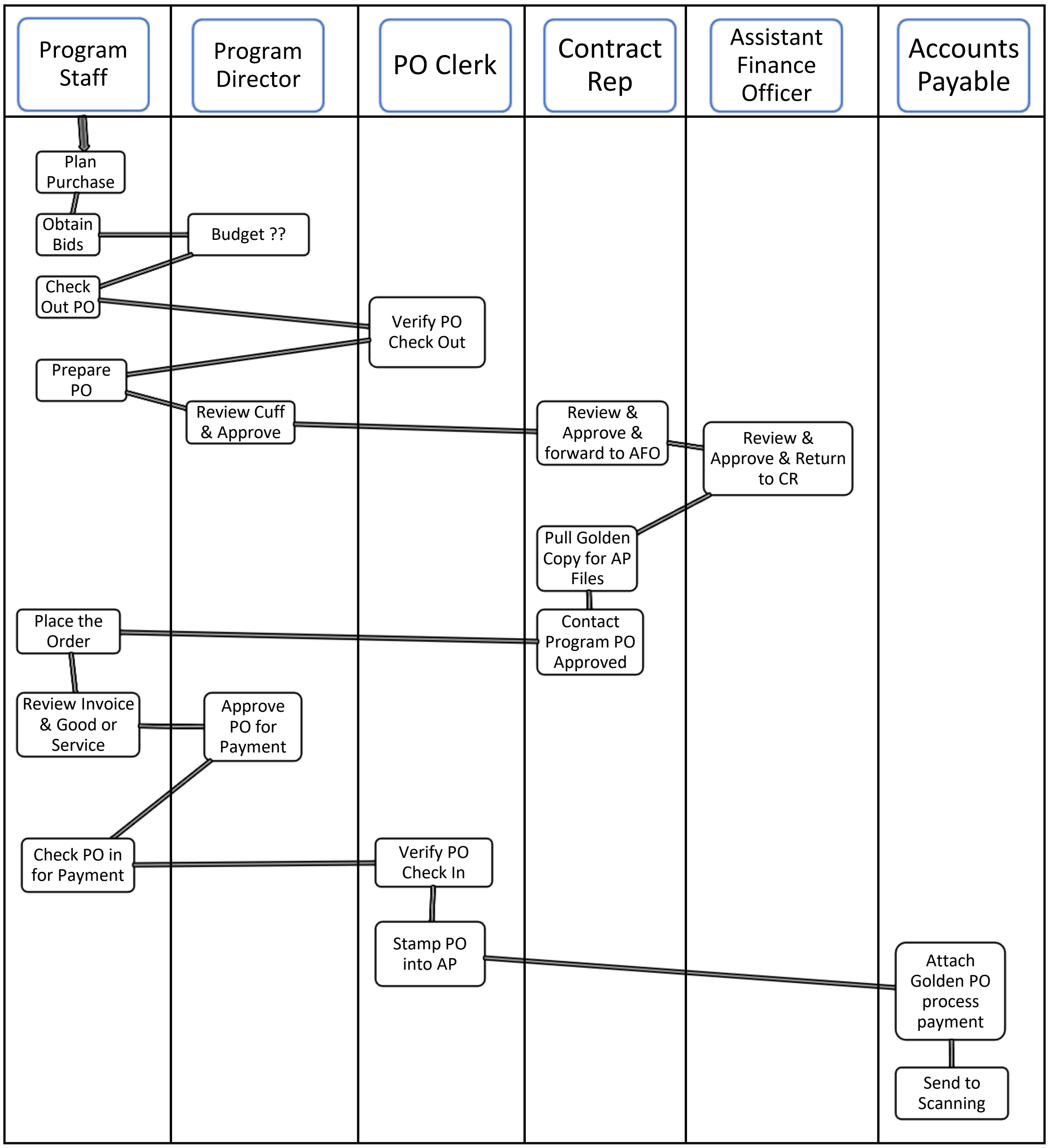
III-A-1.1f, Purchase Order Log

STANDING ROCK SIOUX TRIBE FINANCIAL MANAGEMENT PROCEDURES	DATE ISSUED: 5/18/1983	PROCEDURE NO.: III-A-1.1
	DATE REVISED: 11/08/2017	PAGE NO.: 2

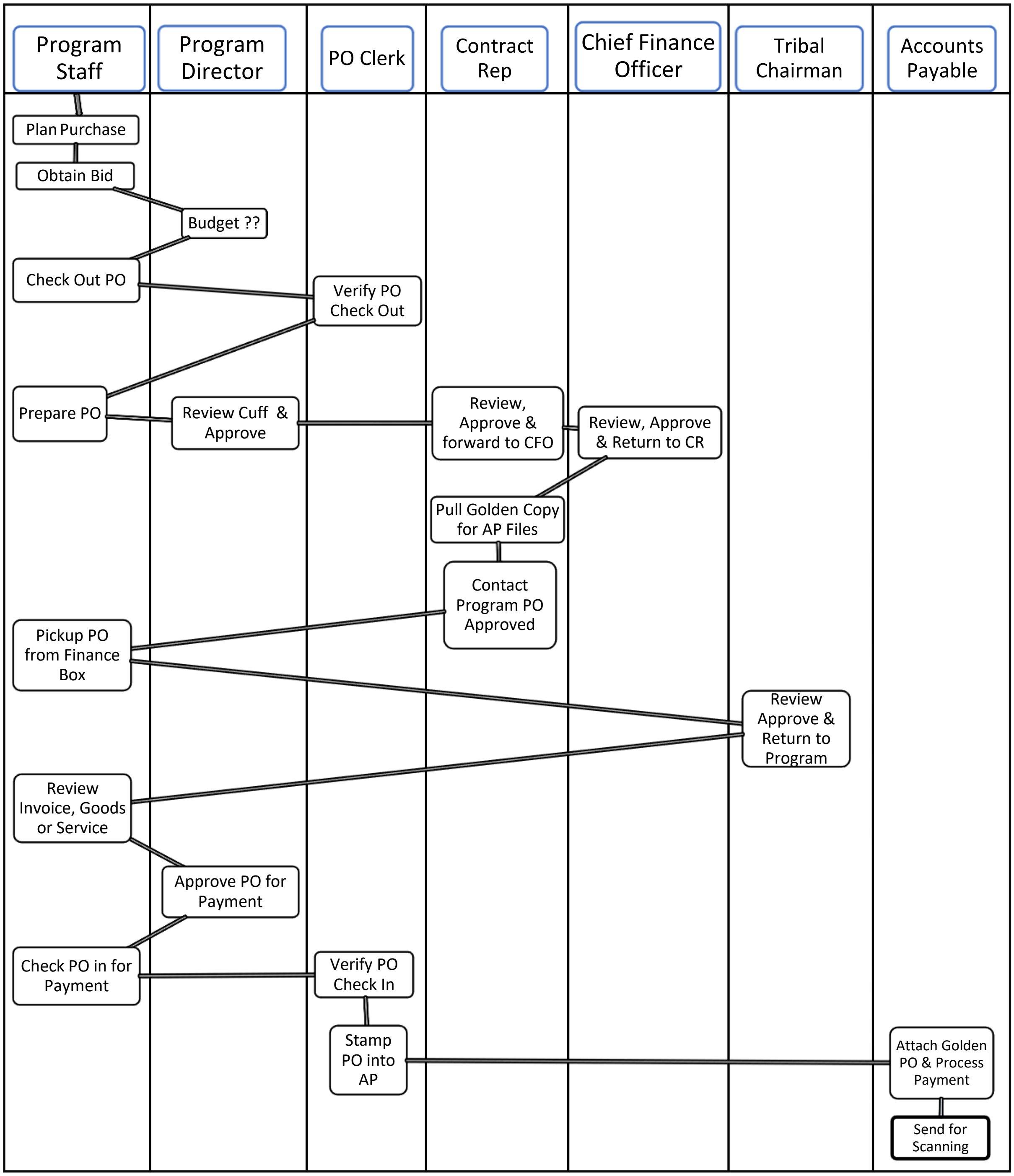
SUBJECT:

GENERAL ACCOUNTING: PURCHASING
Purchase of Goods or Services and Check Requests

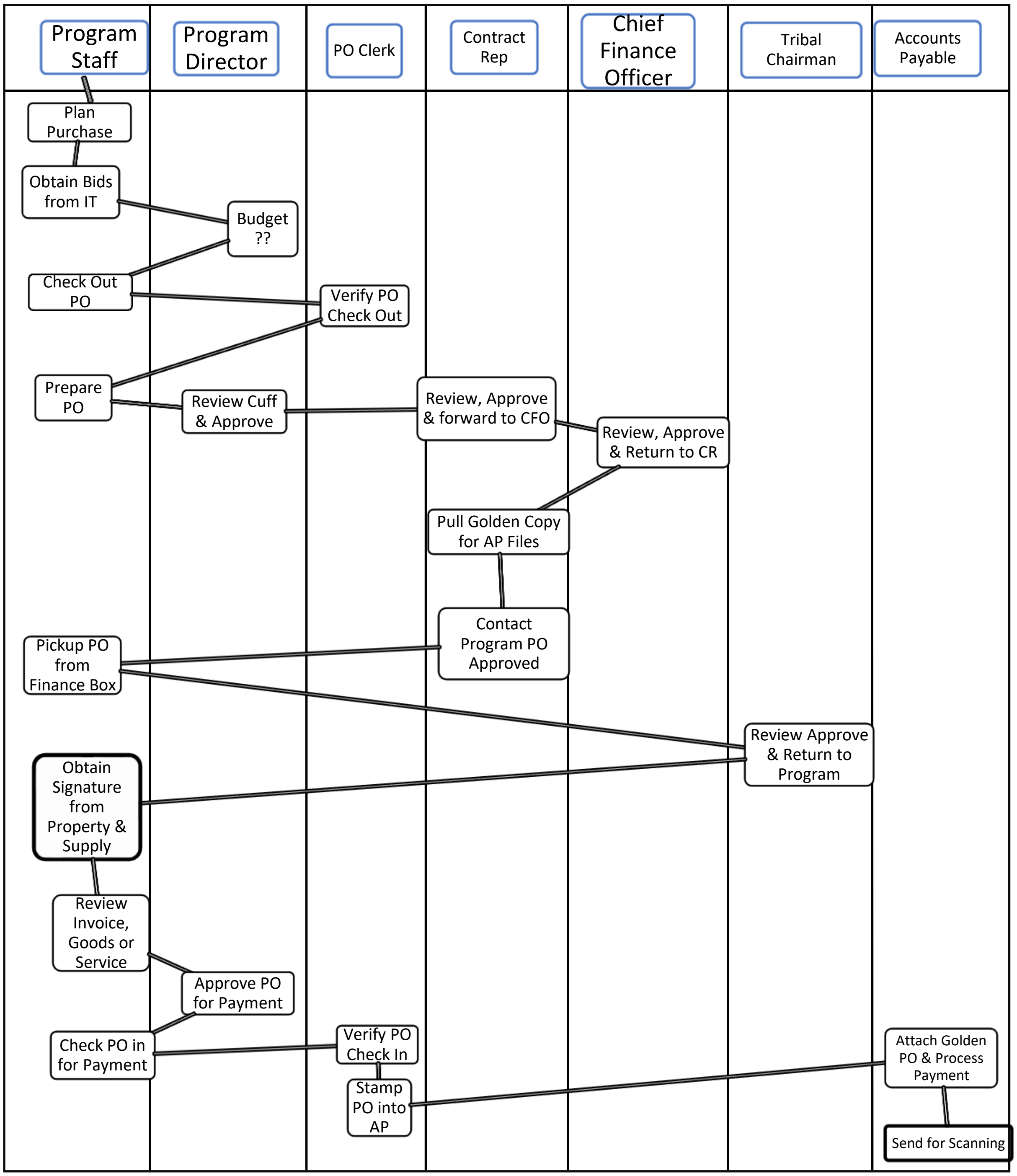
PROCESS FLOWCHART
for Purchases UNDER $3,000



PROCESS FLOWCHART
for Purchases OVER $3,000



PROCESS FLOWCHART
for IT, Property & Supply Purchases



STEP 1 – PROGRAM/DEPARTMENT STAFF

- PLAN AND INITIATE PURCHASE
  A. Purchase of goods or services are to be planned and researched to obtain the best value at the lowest cost to the Tribe.
  B. Determine if sufficient budget is available for the purchase
     - IF SUFFICIENT BUDGET IS NOT AVAILABLE, DO NOT INITIATE THE PURCHASE instead, discuss the budget shortage and possible solutions with the Program Director, Contract Representative and Contracting Officer.
     - If sufficient budget is available **Go to Step 2**
  C. IT Department is responsible for ordering Technology Equipment
     - Technology authorization form will need to be filled out & approved by Program or Department Director before a quote request will be made.

STEP 2 – PROGRAM/DEPARTMENT STAFF

- OBTAIN BIDS
  A. If sufficient funds are available and the purchase is for any item (or group of items) of equipment, or other bulk items according to 2 CFR Part D Sec. 200.320 will require bids as follows;
     - Less than $3,000, you must obtain 1 written bid or quote
     - $3,000 to $150,000, you must obtain 3 written bids or quotes
     - Over $150,000, you must solicit from an adequate number of known suppliers, provide sufficient response time, the invitation for bids must be publically advertised.
  B. Once written bids are received, review the bids and select the bid which is most advantageous to the Tribe.
  C. You will be required to attach ALL bids or quotes to the Purchase Order.

STEP 3 - PROGRAM/DEPARTMENT STAFF

- CHECK PURCHASE ORDER OUT
  A. Purchase Orders must be checked out from the Finance Department.
  B. Look for the purchase order number in the log book.
     - Each log book is labeled by the 1st three numbers of the PO#
  C. Record the date, program name, print your name
  D. Purchase Order Clerk is to initial verifying only SRST Employee is checking out PO's.

STEP 4 - PROGRAM/DEPARTMENT STAFF

- PREPARE THE REQUEST
  - A. There is 3 types of Requests
    1. **Purchase Order-**must receive prior approval and attach the Quote
    2. **Blanket Purchase Order-** such as White Buffalo & Tim's
    3. **Check Request-** such as Advance Business Method's, Direct Med
  - B. All requested information must be included and the form must be typed.
  - C. Purchase Order must be prepared for each purchase **BEFORE** the purchase can be made.
  - D. Assemble the Request accordingly. (Examples attached)
    1. Each Purchase Order or Check Request must contain:
       - Program Name
       - Account Number/Line Item Description
       - Vendor Name/Address
       - Quote #/ Date of Quote or Invoice# /Date of Invoice
       - Amount of Request
         - Type this on each **PURCHASE ORDER:**
           PURCHASE ORDER REQUEST
           SEE ATTACHED QUOTE (S)/ESTIMATE (S) BID (S)
           ALL bids or quotes must be attached to PO
         - Type this on each **CHECK REQUEST:**
           CHECK REQUEST
           SEE ATTACHED INVOICE
         - Type this on each **BLANKET PURCHASE ORDER:**
           BLANKET PURCHASE ORDER REQUEST
           - Must list the Month for which PO is active
           - List who is authorized to purchase goods
           - Must state NOT TO EXCEED amount listed.
           - If food is an allowable cost by the grant or contract for a meeting, Director must submit a memo justifying the need and a copy of the agenda.
           - A sign in sheet for meetings must be handed in with invoices or receipts
           - If purchasing gas or fuel, purchaser must write License Plates # of the vehicle on receipt.

2. Information Technology Purchase Order
   - Attach IT Authorization Form
   - Position using equipment
3. Menards Purchase Order
   - requires Program Acct# 30550465 and Tribal Finance Stamp
     - obtain stamp from Contract Representative
4. K-Mart Purchase Order
   - requires Tribal Finance Stamp
     - obtain stamp from Contract Representative
   - justification memo from Director
5. Consulting Contracts
   - Refer to Financial Management Procedures III-A-1.3
     - Any consulting services **UNDER** $1,500 must have committee approval.
       - Committee Motion **MUST** be attached to PO
     - Any consulting services **OVER** $1,500 must have council approval.
       - Council Motion **MUST** be attached to PO
     - Contract with Payment Schedule and W-9 must be attached to the Purchase Order.

E. Attach any forms, bids, quotes, estimate, consultant agreements, committee or council motions, W-9, payment schedule, IT Authorization for Approval or documentation supporting the purchase or service.

F. **<u>Must submit a copy of the Program or Department CUFF ACCOUNT for that line item for the quarter and the Yearly Summary.</u>**

G. Submit the Purchase Order to the Program Director for approval.

STEP 5 - PROGRAM/DIRECTOR

➢ REVIEW/APPROVE PURCHASE ORDER or CHECK REQUEST

A. Review the request to determine that the department budget has funds for the purchase and if the bid, quote, estimate and all supporting document are attached.

B. Sign and Date the request to indicate approval of the purchase.

C. **Date Stamp** and **submit the request** and **ALL supporting documents** to Tribal Finance.

D. A minimum of 3 working days and a maximum of 5 working days must be allowed for the Finance Office to review a Purchase Order.
   - Exceptions: Burial Fund, Kay Murphy Cancer Fund, Child Support Payments, Early Childhood Tracking Medical Appointments, Child Protection Services Foster Care Assistance, Emergency Travel Authorization and Emergency Situations.

STEP 6 - CONTRACT REPRESENTATIVES

- REVIEW PURCHASE ORDER or CHECK REQUEST
  - A. Verify the appropriate account number.
  - B. Compare the amount requested to the applicable program budget by comparing the CUFF against the DETAIL TRIAL BALANCE.
    - If the amount would cause a line item of actual expenditures to exceed the same line item as budgeted, reject the Purchase Order and return it to the requesting program or department.
    - If the CUFF and DETAIL TRIAL BALANCE don't match the Contract Representative will need to work with the Director to reconcile.
      - If cuff issue, return to program or department to correct cuff issue and resubmit for review
      - If Trial Balance issue, Contract Rep will need to note issue to be corrected
      - If JV issue, Contract Rep will need to note on Trial Balance
      - If a JV is needing to be done the Contract Representative and Program will work with Controller.
        - JV form will need to be filled out with appropriate back up documentation
  - C. Attach a copy of the Detail Trial Balance initial, date and give brief explanation of any discrepancies between Cuff and Detail Trial Balance
  - D. Verify the purchase is an allowable cost.
  - E. Verify all supporting documentation is attached.
    - If not properly completed, or if the required bids, quotes, estimates have not been obtained reject the Purchase Order and return it to the requesting program or department,
  - F. Initial and Stamp the Purchase Order if approved
  - G. If Purchase Order is **under** $3,000, submit to Assistant Finance Officer for approval.
    - AFO is to return the Purchase Order back to the Contract Representative
  - H. If Purchase Order is **over** $3,000, equipment purchase or consultant agreement submit to Chief Finance Officer for approval.
    - CFO is to return the Purchase Order back to the Contract Representative
  - I. Once the Chief Finance Officer or Assistant Finance Officer has approved and signed the Purchase Order remove the GOLD COPY of the Purchase Order or Blanket Purchase Order and give the GOLD COPY to Accounts Payable for filing and place the remaining Purchase Order and attached document back in the Program/Department box

  ** Note: Contract Reps will not need to remove the Gold Copy of Check Requests
  - J. Contact the Program/ Department the Purchase Order is ready for pick-up

STEP 7 - PROGRAM/DEPARTMENT STAFF

- IF REQUIRED, OBTAIN ADDITIONAL SIGNATURES
  - A. IF PURCHASE ORDER or CHECK REQUEST IS **OVER** $3,000 or
  - B. If Purchasing Equipment or
  - C. If Consultant Agreement
    - Obtain the CFO's signature
    - Obtain Tribal Chairman's signature
  - D. If **Purchasing Equipment** from **Account # 50830 - Nonsensitive Equipment (Over $3,000)** or **Sensitive Equipment (under $3,000)** from **Account # 50835**
    - Obtain IT Department's signature for Technology Equipment
    - Obtain Property & Supply Technician's signature Property & Supplies Technician will make a copy of the Purchase Order and give the Purchase Order back to the Program/Department.

STEP 8 - PROGRAM/ DEPARTMENT STAFF

- PLACE THE ORDER
  - A. Once all required signatures have been obtained you may now place your order.
    - Contact the Vendor with Approved Purchase Order Number
      - If Vendor requires a copy of the Purchase Order, fax or email a copy.
    - Keep the purchase order until all goods or services and an INVOICE has been received.

STEP 9 - PROGRAM/DEPARTMENT STAFF

- RECEIPT OF INVOICE
  - A. Verify goods and services have been received.
    - In no case should the Tribe pay for unsatisfactory goods or any cost to return such goods to the vendor.
    - Payment will not be issued until all goods are received.
  - B. Review Invoice or Sale Receipt and make sure all information is correct.
  - C. Type or Write the Invoice #, the Customer #, and new amount on the Purchase Order.
    - DIRECTORS-circle the amount to be paid and state, "Please pay this amount," and initial and date Purchase Order.
  - D. Please attach INVOICE or SALE RECEIPT, and if necessary, the SIGN-IN SHEET (supplies/Food for meeting), to the Purchase Order and approval documents.
    - Tape all smaller sales receipts to 8 ½ x 11 sheet of paper before submitting for payment.

E. BLANKET PURCHASE ORDER or ANY PURCHASE ORDERS WITH CHANGES REQUIRE Contract Representatives to give final approval before payment can be issued.
   - If the Invoice is 45 days past due the program must attach a justification memo with approval from the Chairman for payment.

F. Keep the (PINK) copy of purchase order or check request in the program or department file and to be used to reconcile with cuff accounts.

G. Return Purchase Order or Check Request back to Accounts Payable once an invoice and goods have been received and reconciled by the Contract Representative.
   - Find the purchase order in the log book, record date returned, account #, amount of PO, print name of person returning PO.

H. Accounts Payable will initial in the log book that the PO or Check Request has been returned and ready for payment.

STEP 10 - ACCOUNTS PAYABLE-FINANCE STAFF

- Accounts Payable will stamp the Purchase Order into the time clock and place the Purchase Order in the basket for payment located in Accounts Payable.
  - Requests must be submitted to Accounts Payable before 9:30am for the morning check run or 2:00pm for the afternoon check run.

STEP 11 - ACCOUNTS PAYABLE

- Will attach (GOLD) copy of Purchase order to request and disburse payment.
- Forward all documentation to Scanning Technician for scanning.

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* **Any VOIDED Purchase Orders must be returned to Finance Department and logged back into PO Log Book as VOIDED.**

FORM INSTRUCTIONS: FORM NO. III-A-1.1a
Purchase Order

PURCHASE ORDER

P.O. NO ________ Check No. (s): _______

Standing Rock Sioux Tribe

P.O. BOX D
FORT YATES, NORTH DAKOTA 58538

PROGRAM XXXXXXX-IDC **ACCOUNT NO:** XXXX-50440 Supplies **DATE:** XX/XX/XXXX

VENDOR: (NAME AND ADDRESS)
XXXXX XXXXX
XX XXX XXX
XXXX XXXXX, XX XXXXX

SHIPTO: (NAME AND ADDRESS)

Quantity	Articles or Services	Unit Price	Total
	PURCHASE ORDER REQUEST		
	SEE ATTACHED QUOTE, ESTIMATE, BID		
	QUOTE#: XXXXX		$ xxx.xx
	DATE OF QUOTE: XX/XX/XXXX		
	NOTE: ** After the invoice has been received include the before submitting for payment		
	INVOICE #: XXXXX		
	DATE OF INVOICE: XX/XX/XXXX		
	* If consultant Agreement CFO & Chairman MUST sign		
	* If purchasing equipment CFO & Chairman MUST sign		
	*If request exceed $3,000 CFO & Chairman MUST sign		
		TOTAL	

NOTE: Send certified invoice with yellow copy of purchase order for payment to Tribal Finance Office

Requested By: ____________________
(Director)

Signature: ______________________
Authorized Officer

Signature: ______________________
Finance Officer

SUBJECT:

FORM INSTRUCTIONS: FORM NO. III-A-1.1b
Blanket Purchase Order

PURCHASE ORDER

P.O. NO __________ Check No. (s): ________

Standing Rock Sioux Tribe

P.O. BOX D
FORT YATES, NORTH DAKOTA 58538

PROGRAM XXXXXXX-IDC **ACCOUNT NO:** XXXX 50530- Fuel Costs **DATE:** XX/XX/XXXX

VENDOR: (NAME AND ADDRESS)
XXXX XXXXXX
XX XXX XXX
XXXX XXXXX, XX XXXXX
Customer Account #

SHIPTO: (NAME AND ADDRESS)

Quantity	Articles or Services	Unit Price	Total
	BLANKET PURCHASE ORDER REQUEST		
	List month for which PO is active		
	List who is authorized to purchase goods		
	**License Plate # of Vehicle on receipts for fuel/gas		
	**Attach agenda if for food, if food is an allowable expense		
	AMOUNT NOT TO EXCEED		$ xxx.xx
	*If request exceed $3,000 CFO & Chairman MUST sign		

NOTE: Send certified invoice with yellow copy of purchase order for payment to Tribal Finance Office

TOTAL ________

Requested By: ______________________
(Director)

Signature: _________________________
Authorized Officer

Signature: _________________________
Finance Officer

SUBJECT:

FORM INSTRUCTIONS: FORM NO. III-A-1.1c
Menards Purchase Order

PURCHASE ORDER

P.O. NO __________ Check No. (s): ________

Standing Rock Sioux Tribe

P.O. BOX D
FORT YATES, NORTH DAKOTA 58538

PROGRAM XXXXXXX-GF **ACCOUNT NO:** XXXX 50440- Supplies **DATE:** XX/XX/XXXX

VENDOR: (NAME AND ADDRESS)
MENARDS
XX XXX XXX
XXXX XXXXX, XX XXXXX
TRIBAL ACCT #: 30550465

SHIPTO: (NAME AND ADDRESS)

Quantity	Articles or Services	Unit Price	Total
	PURCHASE ORDER REQUEST		
	SEE ATTACHED QUOTE, ESTIMATE, BID		
	QUOTE#: XXXXX		$ XXX.XX
	DATE OF QUOTE: XX/XX/XXXX		
	NOTE: ** After the invoice has been received include the before submitting for payment		
	INVOICE #: XXXXX		
	DATE OF INVOICE: XX/XX/XXXX		
	NOTE: *** Menards PO MUST have FINANCE STAMP before sending PO to Menards		
	*If request exceed $3,000 CFO & Chairman MUST sign		

NOTE: Send certified invoice with yellow copy of purchase order for payment to Tribal Finance Office

TOTAL ________

Requested By: ____________________
(Director)

Signature: ______________________
Authorized Officer

Signature: ______________________
Finance Officer

SUBJECT:

FORM INSTRUCTIONS: FORM NO. III-A-1.1d
Kmart Purchase Order

PURCHASE ORDER

P.O. NO _________ Check No. (s): _______

Standing Rock Sioux Tribe

P.O. BOX D
FORT YATES, NORTH DAKOTA 58538

PROGRAM XXXXXXX-IDC **ACCOUNT NO:** XXXX 50440- Supplies **DATE:** XX/XX/XXXX

VENDOR: (NAME AND ADDRESS)
KMART
XX XXX XXX
XXXX XXXXX, XX XXXXX

SHIPTO: (NAME AND ADDRESS)

Quantity	Articles or Services	Unit Price	Total
	PURCHASE ORDER REQUEST		
	SEE ATTACHED QUOTE, ESTIMATE, BID		
	JUSTIFICATION MEMO from Program Director		
	QUOTE#: XXXXX		$ xxx.xx
	DATE OF QUOTE: XX/XX/XXXX		
	NOTE: *** KMart PO MUST have FINANCE STAMP before sending PO to KMart		
	Kmart mails PO and invoice back to Accounts Payable		
	AP will process payment and place a copy back in the program's mailbox		
	*If request exceed $3,000 CFO & Chairman MUST sign		
		TOTAL	

NOTE: Send certified invoice with yellow copy of purchase order for payment to Tribal Finance Office

Requested By: ______________________
(Director)

Signature: _________________________
Authorized Officer

Signature: _________________________
Finance Officer

SUBJECT:

FORM INSTRUCTIONS: FORM NO. III-A-1.1e
Check Request

PURCHASE ORDER

P.O. NO __________ Check No. (s): ________

Standing Rock Sioux Tribe

P.O. BOX D
FORT YATES, NORTH DAKOTA 58538

PROGRAM XXXXXXX-IDC **ACCOUNT NO:** XXXX-50440 Supplies **DATE:** XX/XX/XXXX

VENDOR: (NAME AND ADDRESS)
XXXXX XXXXX
XX XXX XXX
XXXX XXXXX, XX XXXXX

SHIPTO: (NAME AND ADDRESS)

Quantity	Articles or Services	Unit Price	Total
	CHECK REQUEST FOR		
	SEE ATTACHED INVOICE		
	INVOICE#: XXXXX		$ xxx.xx
	DATE OFINVOICE: XX/XX/XXXX		
	NOTE: ** MUST HAVE INVOICE(s) ATTACHED		
	*If request exceed $3,000 CFO & Chairman MUST sign		
		TOTAL	$ XXX.XXX

NOTE: Send certified invoice with yellow copy of purchase order for payment to Tribal Finance Office

Requested By: ______________________
(Director)

Signature: ________________________
Authorized Officer

Signature: ________________________
Finance Officer

SUBJECT:

FORM INSTRUCTIONS: FORM NO. III-A-1.1f
Purchase Order Log Book

Purchase Order Log

	Date	Program Name	Print Name	Clerk Initial	Return Date	Account #	Amount	Return Name	Clerk Initial
727480									
727481									
727482									
727483									
727484									
727485									
727486									
727487									
727488									
727489									
727490									
727491									
727492									
727493									
727494									
727495									
727496									
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727498									
727499									