Purchasing Procedures

1. Go to ***www.comancheisd.net*** and fill out a ***PO Request Form*** for each vendor and give to the campus secretary for processing. You must purchase from an approved vendor off of the Purchasing Coop list (https://comancheisdbusinessoffice.weebly.com/purchasing.html) or use the Informal Quotes Form. If you plan on using the school credit card the vendor will be Visa-Commerce Bank. ***The district will not reimburse employees or assume responsibility for purchases made without an approved PO.***

    a. Go to www.comancheisd.net
    b. Select FINANCIAL TRANSPARENCY TAB
    c. Select PURCHASING TAB
    d. View the list of approved vendors and find the contract number for your vendor
    e. Select FORMS TAB
    f. Under the FINANCE FORMS select ***PO Request Form***
    g. Print form(s) and submit to campus secretary

2. After PO(s) are approved, you will receive a copy of the ***Approved PO*** in your mailbox and then you can place your order.

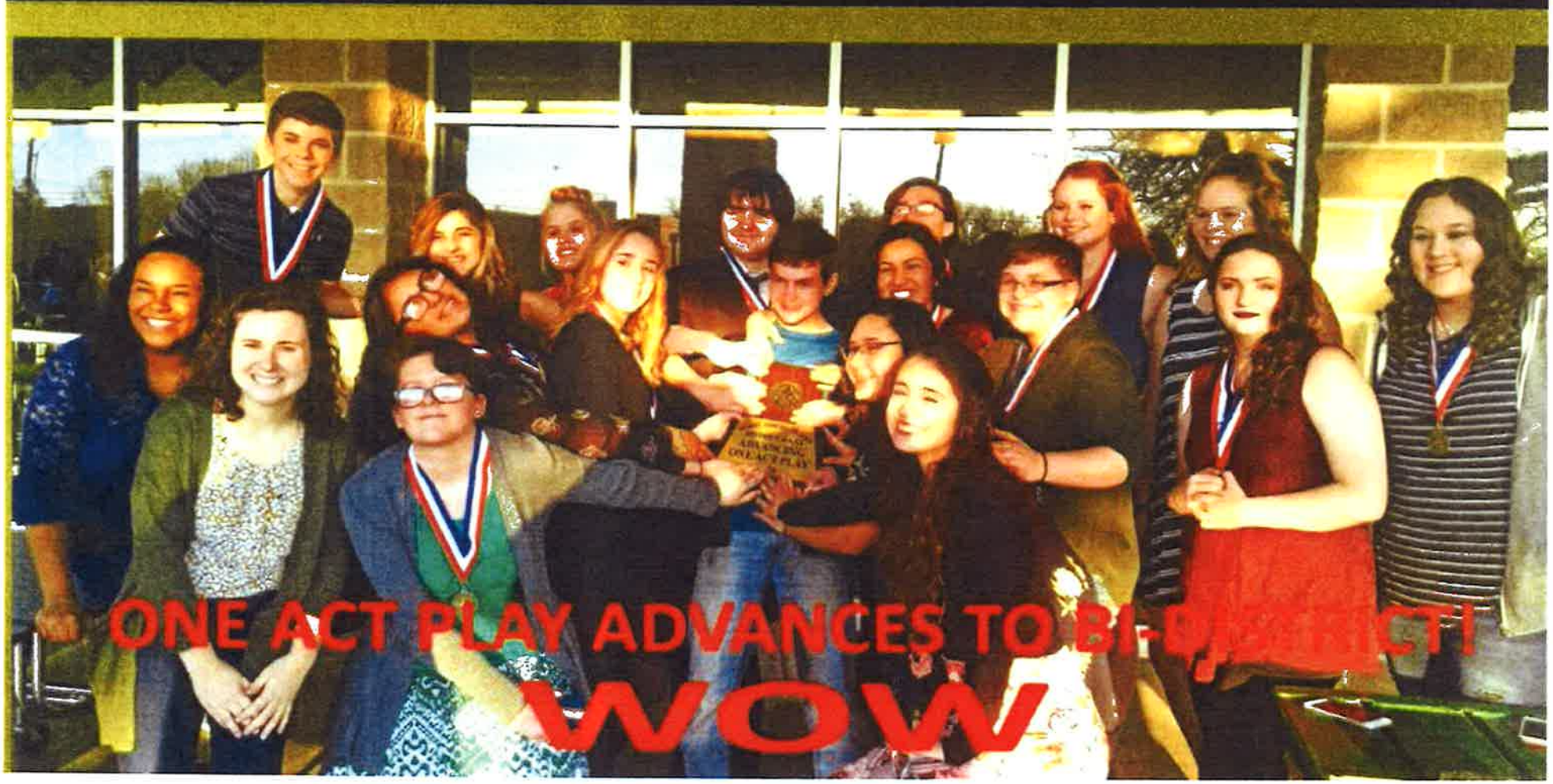
3. After receiving your order, please attach the following to the Approved PO and send to the business office for payment:

    - PO Request Form
    - 3 Quotes – If a purchasing coop was not used
    - Packing Slips
    - Invoice if it was included with the order

Comanche
Independent School District

Enthusiastically Pu

Home | About CISD | Schools | Departments | Calendars | Financial Transparency | Contact | Comanche Foundation



PURCHASING PROCEDURES

PURCHASING PROCEDURES GUIDELINES

INFORMAL QUOTES

INFORMAL QUOTE FORM

PURCHASING COOP-VENDOR LIST

ALLIED COOPERATIVE-REGION 19

TIPS

WELCOME TO THE COMANCHE ISD BUSINESS OFFICE WEBSITE

HOME FORMS FINANCIAL TRANSPARENCY PURCHASING MORE...

Gary Speegle, Superintendent
Kathy Herring, Director of Finance

FINANCE FORMS

Budget Amendment Form
[illegible] Interest Questionnaire
Conflict of Interest Statement
[illegible] Tax Exempt Form
Notice of Employed Workers Rights & Responsibilities
Notice of Employed Workers Rights & Responsibilities (Spanish)
PO Request
Sales Tax Exemption Form
School Contractor Fingerprinting Packet
Staff Development Summary Form
Student Accident Claim Form
[illegible] & Effort Form
Travel Approval Form
Travel Reconciliation Form
Vehicle Accident Form
Vendor Application Form
Vendor Performance Form
W9 Form
Workers Comp - Employee's First Report of Injury

PAYROLL FORMS

Absence From Duty -TimesAway [illegible]
Comp Time Authorization Form
Criminal History Form-Part 1 of 2
Criminal History Form-Part 2 of 2
Direct Deposit Authorization Form
Direct Deposit Cancellation Form
Drug Abuse Policy
Ethnicity and Race Data Form
Extra Duty Pay Agreement Form
i9 Form
Non-Release of Employee Information
Overtime Authorization Form
Payroll Change Form
Payroll Check-Wage Statement
Payroll Deck Educational Foundation
Payroll Deck [illegible]
Payroll Deck - [illegible]
Payroll Schedule
Semi-Annual Certification Form
Sick Leave Pool Packet
Sick Leave Pool Employee Donation Form

APPLICATIONS

Professional Application
Substitute Teacher Application
Support Staff Applicaton
Bus Driver Application

STUDENT ACTIVITY ACCOUNT

Fundraiser Request Form
Fundraiser-Collections Form
Fundraiser-Summary Report

[ ]

Comanche ISD

PO# Assigned: _____

Purchase Order Request Form

Vendor Name: _____

Address: _____

City: _____ **State** ____ **Zip** _____

Phone # _____ **Fax #** _____

Employee Name: _____

Title _____

Ship To: Please circle address below for order to be shipped to

Comanche Elementary	Comanche Junior High	Comanche High School	Comanche Early Childhood Center	Comanche ISD
308 FM 3381	1 Valley Forge Drive	1600 North Austin	200 East Highland	200 East Highland
Comanche, TX 76442	Comanche, TX 76442	Comanche, TX 76442	Comanche, TX 76442	Comanche, TX 76442
Attn:	Attn:	Attn:	Attn:	Attn:

Item #	Description	Quantity	Unit Price	Total

*******Federal Funds & State Mandated Funds*******
Must identify strategy from District Improvement Plan/Campus Improvement Plan

_____
_____
_____
_____

Subtotal	
Shipping	
Miscellaneous	
Total	

Expenditure Code _____ $ _____
Expenditure Code _____ $ _____
Expenditure Code _____ $ _____
Expenditure Code _____ $ _____