

# Purchasing Requirements & Procedures

**All requisitions need to be entered on Skyward web version.**

**(Skyward Employee Access & Finance)**

**Items that need to be ordered:**

- Enter the items via [Skyward web version](#)
- This will start the approval process once you submit your request.
- With the final approval, your order will be placed by accounts payable at the District Office.

**Locally purchased items (using a SDA credit card):**

- Speak with your building principal first for verbal approval.
  - Local purchases;
    - obtain the SDA credit card from your building office Administrative Assistant,
    - obtain the SDA tax exempt card from your building office Administrative Assistant.
  - At the retail establishment;
    - before they start to check you out, please show them your tax exempt card
  - After purchase;
    - Return credit card and tax exempt card to your building office Administrative Assistant,
    - Write your name and account number on the receipt and give to your building office Administrative Assistant

**SDA purchases require the following:**

- to be pre-approved,
- purchased with a SDA credit card & tax exempt card or,
- entered into Skyward.
- if these steps are not followed the purchased items will not be paid for by the SDA.

**If you have any questions, please contact the Accounts Payable department at the District Office at extension 6007.**