

Southern Minnesota Special Education Consortium #6083
Process and Directions for submitting a Requisition or Expense Voucher

*Instructional and Non-Instructional *(See Note below) ----must be submitted on separate requests please.
***Plan ahead, turnaround on approvals may take up to 1 month.*

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1) REQUISITIONS / ORDERS ** Generally, purchase orders are complete & delivered within a few weeks from most vendors. Orders will be verified at the consortium office and sent to you after it is checked in.

Process for “Requisitions” ordering materials needed for Special Services Students

✓ **Checklist of forms Staff MUST complete and submit**

1. ✓ **Requisition Form completed** (can be found online)
2. ✓ **Special Services Requisition Supplement Form completed** (can be found online).
3. Send **BOTH forms (Requisition and Supplement)** to Todd Lechtenberg electronically.

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2) EXPENSE VOUCHERS / CHARGES/ REIMBURSEMENTS

Process for Walmart/Local Vendor charges or items being purchased by staff for reimbursement.

✓ **Checklist of forms Staff MUST complete and submit**

1. ✓ **Special Education Requisition Supplement Form** (can be found online).
2. Send **Requisition Supplement Form** to Todd Lechtenberg electronically.
3. **An approved PDF copy will be sent to you electronically.** (Original will be kept at the office as a reference.)
If you haven't received Electronic Copy within 1 month, please contact Dan.
a. It is possible we may have questions/concerns that need resolving.
4. **After Approved purchase is made, staff will do the following:**
 - Complete **Expense Voucher** – noting: “Prior-approval was acquired”- in description column
 - Attach **receipts**
 - Send to Todd Lechtenberg at the Special Education office for reimbursement processing.

3) ALL REQUESTS ✓ **Requisition Supplement Form** MUST be submitted for **ALL requests.**
A separate Requisition Supplement Form must be completed for Instructional vs. Non-Instructional materials.

***NOTE: NON-INSTRUCTIONAL materials - May not have a direct IEP link which is OK for non-instructional materials ONLY and would therefore be ok to leave the IEP link portion blank.**

IMPORTANT: All purchases and requisitions MUST be pre-approved by Director of Special Education.

- **NO** reimbursement will be given if purchases are not pre-approved.
- All requests must include a dollar amount in the provided space of *the Requisition Supplemental Form.*
Exception: If requesting pre-approval to purchase items from Walmart or for reimbursement an *estimated amount is OK.*

REMEMBER to ask yourself, “Is this a need above & beyond gen. ed. & what does your building provide all staff?”