

PROCEDURES FOR ORDERING SUPPLIES, MATERIALS, & EQUIPMENT

All requests must be pre-approved before ordering.

1. Complete the MVED Requisition Form online at <http://bit.ly/mvedrequest>.
2. The online requisition form will automatically be submitted to the Principal or Business Manager for approval. If information is missing from the form or if more information is needed, the form will be returned to you.
3. When approved, the requisition will be forwarded to the office staff to create a purchase order in the SMART ESS system.
4. Purchase orders are generally processed on Mondays. Once the purchase order has been faxed or materials have been ordered, the Business Manager will send a copy of the purchase order to you. Once you have received ALL of the materials, OK the PO for payment, sign your name and date, and return to the Business Manager to allow payment of the invoice.
5. If you don't receive an item or receive the incorrect item, please contact the Business Manager as soon as possible to get it corrected.
6. All purchases should follow the PO process above. Employee Reimbursement requests will only be allowed in extreme cases and **must be pre-approved** by the Principal or Business Manager.
7. Reminder: Even though a purchase request has received initial approval, once it is entered into SMART ESS, it may still be declined based on budgetary constraints.

PROCEDURES FOR PROFESSIONAL LEAVE

Professional leave will be granted for up to three days or as stated in the master agreement.

A. MVED Approved Professional Leave: When requesting attendance at professional development activities, staff must follow the procedures for professional leave described below.

B. Approved Professional Leave associated with Other Districts: As your employer, MVED must be informed of your absence for our record keeping. When you enter the professional leave in the Absence Management System (previously known as AESOP), please indicate in a note to administrator that it was approved by that district. This should be submitted in advance of the day of the leave.

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2. The online requisition form will automatically be submitted to the Principal or Business Manager for approval. If information is missing from the form or if more information is needed, the form will be returned to you.

3. When approved, the requisition will be forwarded to the office staff to create a purchase order in the SMART ESS system.
4. Two POs will be needed if the hotel costs are not part of the conference fees. When attending a conference that will involve hotel lodging, submit separate requisition forms for the conference and the hotel. Repeat step 1 for each and use the name of the hotel on the requisition for lodging..
5. Enter your time off request into the Absence Management System.
6. Purchase orders are generally processed on Mondays. Once you receive notice of approval for the conference, register for the conference/training. If a PO is accepted as payment, please use that method. If you have to pay by credit card or check, please coordinate with the Business Manager.
7. All travel should be entered on the mileage reimbursement forms found on the MVED website.
8. All professional development expenses should follow the PO process outlined above. Employee Reimbursement requests will only be allowed in extreme cases and must be pre-approved by the Principal or Business Manager.
9. Reminder: Even though a professional development request has received initial approval, once it is entered into SMART ESS, it may still be declined based on budgetary constraints.

C. Hotel Reservations:

If you will be needing a hotel for your professional development request, after your request has been approved, please contact the business manager to make arrangements for booking the hotel room.

- a. After booking your hotel room, please forward the confirmation information to the Business Manager. The majority of hotels will process credit card information that is pre-authorized and faxed into them. Once your confirmation information is received, the Business Manager will provide the credit card information to the hotel and no reimbursement to the employee will be necessary.