

ESSER III PURCHASING PROCESS

**Note: Reimbursements are not allowed. All purchases must have a PO prior to purchase

Phase 1

- Your Idea for ESSER III Funds
- Print a Justification Form
 - <https://tea.texas.gov/sites/default/files/esser-allowable-uses-of-funds.pdf>
- Print a Justification Committee Approval Form
 - <https://www.centerisd.org/upload/page/0081/JUSTIFICATION%20COMMITTEE%20APPROVAL%20FORM.pdf>
- Complete Justification Form, including Name/Email address at bottom of form
- Present both forms to your immediate supervisor for an approval signature
- Submit these to Dr. Miller (in person or scanned and emailed)
- Approved/Discussed/Denied
- Dr. Miller notifies you by email - Approved or Denied

Phase 2

- Purchasing process begins
- You select product/item/service
- Must choose from our approved vendor list
 - <https://www.centerisd.org/page/homepage> → Departments → Purchasing → Approved Vendors' List.
 - Any questions, please contact Iletha at x2105.
- Completes Online Requisition Form
 - <https://www.centerisd.org/page/homepage> → Resources → Requisition/Travel → PO Request Form
 - Form sent to the appropriate campus secretary or department for approval
- Secretary enters information into Ascender Purchasing and submits requisition
- Sent to campus principal/director for approval
- If approved, sent to Valarie Moore, CFO
 - Approves
 - Creates a PO #
- Sent to Richard for technology or Iletha for all other purchases
 - Prints off P.O.
 - Places order
- Shipped
- Secretary receives, notifies purchaser, and collects the following:
 - Packing slip/PO pink copy
 - Sends to central office

Phase 3

- Copies sent to Valarie Moore and Dr. Miller
 - Documentation
 - Draw down on ESSER III funds
- ESSER III purchasing process completed