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TO: Secondary School Bookkeepers
COPIES TO: Secondary School Principals
Secondary School CTE Department Chairs
Trisha Posey
Cathy Hayes
FROM: David Rockefeller
DATE: July 14, 2008
SUBJECT: Guidelines and Procedures for CTE Orders

Principals have been notified that they will receive a PRC 014.411 allotment for purchasing CTE instructional supplies and materials. The budget code is 01.5120.014.411.0180.XXXX, with the final four digits representing your school code. We hope that the following information will answer questions that may arise about ordering CTE instructional materials and supplies for the 2008-09 fiscal year. If you need additional assistance, please contact our CTE Budget Technician, Catherine Hayes, at 850-1872.

- You may not use a purchasing card to order any instructional supplies using CTE money.
- The preferred method is the use of a purchase order signed by the department chair and principal. Orders of amounts under \$25.00 will not be accepted. Remember to include the shipping charge. If you are unsure of the exact shipping fee, calculate 12%. Include tax at the established rate.
- You may use the direct pay method. All established guidelines related to this process should be strictly followed.
- Please communicate to the teachers that any item returned cannot be exchanged for another item on that PO. If you return an item, the vendor will issue a credit invoice that will go back into the school's CTE fund, not that PO. Therefore, the money will not be in that PO for you to reuse later.
- Make sure all receipts are given to you for payment promptly, that the teacher and department chair keep track of all funds spent, and that copies are retained for their records. Promptly send original receipts and invoices to the WCPSS Accounting Department for payment.
- Blanket orders may not exceed \$1000.00.
- This money may not be used for general office supplies or furniture or any purpose other than CTE.
- CTE Department Chairs should plan ahead and spend or encumber their allocations by January 30, 2009. Any unencumbered funds remaining in school accounts on February 2, 2009 will be transferred to our WCPSS PRC 014.411 account to be used for system-wide CTE needs.
- All purchase order encumbrances must have materials received and invoiced by March 27, 2009, including those on open purchase orders. Materials not received and invoiced by that date will be cancelled and funds will be transferred back to CTE.