

**Ohio Valley Educational Service Center**  
**Procedures for Purchasing**  
**Employee Information**  
**Professional Leave, Mileage, Requisitions for Items or Services**  
**09/19/2019**

**Professional Leave: (Minimum 3-week turnaround)**

- Complete the [Professional Leave Application](#). Some Professional Development does not have any cost. This form is still necessary for documentation of your absence from your normal duties.
- If you are assigned to a particular school, the supervisor in that district will need to sign/approve the request.
- Send completed application **to your OVESC Supervisor** for approval along with a copy of the registration information (Including vendor name, address, phone, and fax if applicable)
- The approved form will be submitted to the Superintendent for approval.
- Confirmation of approval will be sent to the employee.
- Once confirmation is received, the employee will submit a [requisition](#) for the professional development to their supervisor for approval. Please attached registration information and dates of travel/meetings with the requisition.
- The supervisor will ensure the requisition is sent to appropriate administrative assistant.
- The Treasurer and Superintendent must approve all requisitions and purchase orders.
- A copy of the approved purchase order will be returned to the person requesting professional development.
- The employee will register for the professional development. Please send any registrations to the fiscal office for payment to be made.
- **No registrations or payments of lodging should be completed prior to receiving a completed purchase order. Registrations or payments made without an approved purchase order will be the responsibility of the employee.**
- Enter Professional Leave Requests into **Kiosk prior to attending**.
- Upon completion of professional leave, please submit all ITEMIZED receipts and hotel receipts to the fiscal department.

### Reimbursement of Mileage

- Complete the [Mileage Form](#)
- Use the mileage chart included in the Google document to ensure the accuracy of reported distances. If location is not listed, use a program such as Mapquest or Google Maps to obtain an accurate distance.
- Send the completed form **to your Supervisor** for approval along with a copy of any itemized receipts for reimbursement (i.e. parking, expenses, meals). Please note - meals are only reimbursable for overnight trips, not single-one day meetings/seminars and only reimbursable with an ITEMIZED receipt.
- The approved form will be submitted to the Superintendent for approval.
- The form must be submitted and approved immediately at the end of the month so that they are received by the fiscal department by the 10th of the following month. Those received after the 10th will be issued in the following month.
- Payment will be issued to the employee by the 20th of the month.

### Purchasing

- The employee will complete the [requisition form](#) and attach supporting documents (print out with pricing, invoice, vendor information)
- The employee will submit a [requisition](#) form for the requested materials or services to their supervisor for approval (If you are assigned to a particular school, the supervisor in that district will need to sign/approve the request prior to sending to your supervisor.)
- The supervisor will approve/deny the request and ensure the requisition is sent to the appropriate administrative assistant for a purchase order to be processed.
- Once the Treasurer and Superintendent approve the purchase order, the administrative assistant will place the order.
- The administrative assistant that completed the requisition will receive the approved purchase order, place the order, check in the order once received and make arrangements for the items to be picked up or delivered to the employee.
- **Purchases made without an approved purchase order will be the financial responsibility of the employee.**