

PURCHASE ORDER PROCEDURE

STEP 1 – Sign out 3 part purchase order

- a. Purchase orders are located at the school office and the central office
- b. Requester verifies that the log and purchase order number correspond

STEP 2 – In order to be approved, purchase orders must include the following:

- a. Vendor Name, Address, Phone and Fax Number
- b. Item(s) and the cost
- c. Shipping cost – add 15% unless otherwise known
- d. Be sure to indicate who the package should be shipped to ATTN: _____
- e. School Districts are Sales Tax Exempt
- f. Sign and date the purchase order
- g. Courses, workshops and conferences require submission of the Request for Professional Development. Please attach a description of the course/workshop/conference. Contact HR Coordinator in regard to credit status.
- h. If expense if Grant Funded, indicate on purchase order.
- i. Amazon Orders: print Amazon Shopping cart and attach to Purchase Order.

STEP 3 – Purchase Order Approval Process

- a. All purchase orders require approval/signature by the Principal, Associate Principal, Director of Special Services or Superintendent.
- b. Professional Development Requests require prior approval by the Superintendent & Principal

STEP 4 – Placing Orders

- a. Order items: Amazon orders are placed by the Business Office. The administration will retain one copy, the other two copies are sent promptly to the Business Office. The Business Office will forward the original purchase order back to the staff person. For all other items: The administrator will retain one copy, one copy is sent promptly to the Business Office, and the original is returned to the employee to place the order.
- b. Registrations: Once approved, you will be notified with the purchase order number, indicating that it is *O.K. for you to register.*

STEP 5 – Receipt of goods/services

- a. Employee verifies order is in good condition
- b. If items are incorrect or damaged, contact the Business Office promptly
- c. On the original purchase order, complete the section labeled APPROVED FOR PAYMENT and forward to the Business Office promptly
- d. Direct all invoices and billing questions to the central office

STEP 6 – Payment

- a. Reimbursement forms that have been approved will be paid during our next normal check run