

Purchase Order Procedure
(No merchandise will be paid for until this procedure is completed)

IN YOUR BUILDING

1. Fill out a requisition form and have it authorized by your principal. This means your principal must SIGN and assign an expenditure code. Make sure you have address and phone number for the vendor.
2. Your building secretary will now prepare the requisition to be sent to the district office.

IN THE DISTRICT OFFICE

1. Once in the district office, the requisition goes to the superintendent (Mark) for fund verification. He approves the purchase and sends to accounts payable (Julie) for purchase order generation. Once generated the PO is returned to your building secretary (the white vendor copy and the green receiving copy) You should allow 3-5 days for processing to this point.

ACTUAL ORDERING

1. It is now the responsibility for your building secretary to ORDER your goods via MAIL/FAX/PHONE or return the original to you for hand delivery. THE DISTRICT OFFICE IS NOT RESPONSIBLE FOR ACTUAL ORDERING EXCEPT IN UNUSUAL CIRCUMSTANCES.
2. Once your order is received, check contents date and sign the packing slip and return it to your building secretary. She will attach it to the GREEN PO copy and send to the district office. ALL MERCHANDISE MUST BE RECEIPTED.

PAYMENT

1. INVOICES are matched with PO and GREEN receiving copy. Purchase order including green receiving copy does not generate payment. Receiving copies must include one of the following before payment process can begin: An invoice/bill, packing slip or "Partial or "Order Complete" is checked on receiving copy. Once all paperwork is complete, payment can be generated. In order to be paid at the end of any given month, ALL documentation must be in the district office by the Accounts Payable CUT-OFF date for that month. This date fluctuates from one month to the next. Check with your building secretary for cut-off date.
2. All generated payments will be mailed on the last working day of the month.

QUESTIONS? PLEASE CALL JULIE @ EXT. 203