

Purchase Order Procedure

(No merchandise can be paid for until this procedure is completed)

IN YOUR BUILDING

1. Fill out a requisition form and have it authorized by your principal or supervisor. This means your principal/supervisor must SIGN and assign an expenditure code. Make sure you have an address, phone number, and FAX number for the vendor.
2. Your building secretary will now prepare the requisition for principal/supervisor approval. Once approved, the requisition is sent electronically to the superintendent.

IN THE DISTRICT OFFICE

1. The requisition goes to the superintendent (electronically) for fund verification. Once he approves the purchase order, it is sent to accounts payable (Julie Bentson) 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 the responsibility of your BUILDING SECRETARY to ORDER your goods via MAIL/FAX/PHONE, or she will return the original PO to you for hand delivery. THE DISTRICT OFFICE IS NOT RESPONSIBLE FOR ACTUAL ORDERING EXCEPT IN UNUSUAL CIRCUMSTANCES. NO ORDERS SHOULD BE PLACED WITHOUT A VALID PURCHASE ORDER.
2. Once you have received your order, please check it for completeness, date and sign the packing slip, and return the packing slip to your building secretary. She will attach it to the GREEN PO copy (for open PO's, please make a copy of the PO and attach the copy to the packing slip) and send it to the district office. WE MUST HAVE YOUR SIGNATURE AND DATE RECEIVED ON THE PACKING SLIP and/or PURCHASE ORDER.

PAYMENT

1. INVOICES will be matched with the PO and Green Receiving copy. It is important to remember that a purchase order by itself does not generate payment. Receiving copies must include one of the following before the payment process may begin: an invoice/bill from the vendor; a signed/dated packing slip; or "partial order/order complete" checked and signed on the green receiving PO. Once all paperwork is complete, payment can be generated. In order to be paid at the end of any given month, ALL documentation needs to be in the district office by the 10th of that month (the accounts payable cut-off date.)
2. All generated payments will be mailed on the last working day of the month.

QUESTIONS? PLEASE CALL JULIE BENTSON @ EXT. 205. Thank you!