

Purchase Order Procedure

(Please complete this procedure before any merchandise/service is ordered)

IN YOUR BUILDING

1. Fill out a requisition form and have it authorized by your supervisor. Your supervisor should sign the requisition as well as assign an expenditure code (account code). Please include the vendors' address and phone number on the requisition form.
2. The building secretary will enter the purchase order in the system and an email will be generated to the appropriate approver. Once these steps are completed, the superintendent will be notified to approve the purchase orders.

IN THE DISTRICT OFFICE

1. The superintendent will review all purchase orders before final approval.
2. Once all approvals are entered, Accounts Payable will print the purchase orders.
3. All purchase orders (white and green copies) will be returned to the building secretaries via interoffice mail. Please allow 3-5 days for this process to be completed.

ACTUAL ORDERING

1. Please check with your building secretary to see if they will be placing the order for the product or if you are expected to place the order. Please note, nothing should be ordered until you receive the white and green copies of your purchase order.

RECEIPT OF MERCHANDISE

1. Once the orders have been placed and merchandise has been received.
 - a. Check to make sure that you have received all of the product that is listed on the packing slip.
 - i. Sign and date the packing slip indicating that merchandise has been received
 - ii. Return the packing slip to your building secretary
 - b. The building secretary will check to see if the order was shipped complete or if there is still a backorder.
 - i. Complete orders-The building secretary will sign the right side of the green copy of the purchase order and attach the packing slip and any other paperwork associated with the purchase order.
 - ii. Partial orders-The building secretary will make a copy of the green purchase order, sign the left side (indicating a partial shipment received), attach the packing slip and any other paper work associated with the purchase order.
 - c. The building secretary will then send the green purchase orders (or copies for partial shipments) to Accounts Payable via interoffice mail.

PAYMENT

1. Accounts Payable will match the invoices with the receiving paperwork (green purchase order and packing slips).
 - a. Occasionally invoices will be sent directly to the schools, please forward these to Accounts Payable via interoffice mail.
2. The following needs to be received by Accounts Payable before payment can be generated
 - a. Signed purchase order w/packing slip
 - b. ASB Purchase Orders-Requisition Form signed by Admin/ASB Officers/Advisor
3. If there are discrepancies between invoices and purchase orders for pricing or quantity, Accounts Payable will contact the building secretary for approval prior to processing the payment.

Questions-Please call Accounts Payable@ Ext 2105