

Purchase Orders

Purchase order requisitions need to be completed for **any and all** requests where the school district will be receiving an invoice or prepaying for services (Only when absolutely necessary). The purchase order requisition needs to be received in the Business Office **7 days** prior to us mailing, emailing or faxing the purchase order to the vendor. ***Please note this does not mean received in the building but by the business office. This time frame will allow for the time it takes for the Supervisors/Principals and the Business Office to approve and process the purchase order. The requisition form is on the district's website under "Staff", "SDR forms", "Requisition Form".

Completion of Purchase Orders

If you are going to be ordering items a purchase order must be completed and approved **prior** to placing the order.

1. The following are the requirements for a completed purchase order requisition form.

A. Top Section & Top Left Hand Side

- A. Billing Address – This is a form fill and should not be changed.
- B. Vendor - The Vendor name and order address should be listed.
- C. Phone - The current phone number of the vendor.
- D. Fax - The current fax number of the vendor.
- E. Attention – Person Receiving Request

B. Top Section - Right Hand Side

- A. Purchase Order No. - To be completed by Secretary after entry into the system.
- B. Attention of - The name of the person placing the order.
- C. Date - The date the order was submitted.
- D. Delivery is needed by - If you are requiring a specific date, please make sure you submit the request in a timely fashion so that all parties involved have time for accurate and efficient processing.

C. Middle Section

A. Item to be purchased

1. Quantity - How many you want of each item.
2. Catalog # - Item Number being purchased.
3. Description - Description of Item Purchased (As detailed as possible).
4. Unit Price - Cost of Each Item.
5. Total - Quantity multiplied by the Unit Price.

B. Registration-Make sure a copy of the Approved Meeting Attendance Request is attached.

1. Title of the Event ex: WASB Conference
2. Date of Event ex: March 11-14, Year
3. Participant - Person/s who will be attending.
4. Registration Forms - Paperwork that needs to be sent with PO (Attach to requisition form).

C. Motel/Hotel-Make sure a copy of the Approved Meeting Attendance Request is attached.

1. Room (Qty.) - Number of Rooms being occupied.
2. Dates (Description) - The dates the rooms will be needed for.
3. Participant (Description)-Person/s who will be staying in rooms.
4. Confirmation Number (Description) - Upon making the reservation, you are given a confirmation number. Please write this number on the purchase order requisition so the motel will be able to match the purchase order with the room/s requested upon receipt.

5. MAKE SURE THE MOTEL/HOTEL ACCEPTS PURCHASE ORDERS. If they don't accept purchase orders and a check is needed, please make sure you write in the description that you need a check to take with you or mailed in advance of the conference.
6. Sub Total – Total Cost of Items Purchased
7. Shipping & Handling – If applicable
8. Total of Items & S/H Costs

D. Lower Section

A. Account Code & Amount

1. Account Code - Should be completed by the requestor or the appropriate personnel.
2. Amount - Should be completed by the requestor or the appropriate personnel.

B. Signatures Required

1. Originator - Person Requesting Purchase Order.

Purchase Order Requisition Entry and Approval

The School Secretary will enter the requisition into the Skyward program within 1-2 days of receipt from originator. The Principals are required to approve Purchase Orders daily. The Director of Business Services is also required to approve Purchase orders daily.

Upon completion of the above entry/approvals the Purchase Orders will be updated and printed by Central Receiving. Central Receiving will then mail e-mail or fax the form to the Vendor unless there are specific notes stating otherwise. (Such as: check needed by a certain date).

Employee/Vendor Notification

Once the PO has been approved by all parties, an e-mail is generated from the Skyward program to the individual who entered the requisition. Whoever processed the original request and entered the requisition into Skyward, upon receipt of the e-mail verification, will then forward the confirmation to the individual who requested the original order. If the original requestor doesn't receive a confirmation e-mail within a 7-9 day time frame, please contact your school secretary for verification the request has been processed.

Purchased Items

Upon receipt of the items in Central Receiving, the items will be matched up against the approved purchase order to verify we received the items requested. The items will then be repackaged and sent on to the requestor. If an item is damaged, Central Receiving will not forward the item on but contact the company for a replacement. If a purchase order was not completed prior to receiving the order, you will not receive the items until you follow the proper purchase order requisition/approval process. Once the invoice is received by Central Receiving it will be matched up against the approved purchase order and paid if no major discrepancies are found. If the invoice states the missing item is discontinued, we will close the purchase order and call or e-mail the originator to inform them of the discontinuation.