

# Purchase Orders

## Policies & Procedures

- Obtain a quote or shopping cart of item(s) wanting to purchase.
- See school bookkeeper / accounting clerk to sign out a PO
- Completely fill out PO:
  - Date
  - Vendor Name
  - Vendor Address
  - Ship to Attn: \_\_\_\_\_ (print name here)
  - List items wanting to purchase with price
  - Sign & Date bottom of PO - Buyer's Signature Line
  - Attach quote / shopping cart to the PO
  - **Return PO to Bookkeeper / Accounting Clerk**
- Bookkeeper / Accounting Clerk will verify Vendor Code # is Active in Munis.
- Bookkeeper / Accounting Clerk will get Principal's Signature and Munis Code.
- After ALL signature's are gathered, the Bookkeeper / Accounting Clerk will inform the Buyer that the PO has been approved and is ready for order to be submitted.
- If paying with School Activity Account Funds - 2 signatures required.
- If paying with District Funds or SBDM Funds - 3 signatures required.
  - Third signature must be District Office Administrator

**ANY ORDERS PLACED WITHOUT AN APPROVED PURCHASE ORDER  
WILL BECOME THE FINANCIAL RESPONSIBILITY OF THE BUYER.**

- Buyer will submit the order along with the tax exempt certificate. **NO TAX** will be paid. If the invoice has taxes on it, a revised invoice must be obtained by the buyer.
- Once items are received - take packing slip to Bookkeeper to match up with PO.
- Once Invoice is received - Initial & Date Invoice - take to Bookkeeper, this gives permission for Bookkeeper to process payment. By initializing and dating the invoice you are stating that **ALL** items on the invoice have been received by you and payment is ready to be processed.
- The Bookkeeper / Accounting Clerk will process payment to the Vendor.
- All Paperwork (purchase order, quote, packing slip and invoice will be attached to a copy of the check and file will be kept by the Bookkeeper / Accounting Clerk.
- All purchases are listed on a "Claims Report" for Board approval.