

PURCHASE ORDER PROCEDURES

Guidelines for processing purchase orders are established in the purchasing manual. All purchase orders must be **typed** and submitted to the district office for approval and assignment of numbers **prior** to any purchases. Purchase orders need complete, correct addresses and phone numbers. All copies of the purchase orders (minus pink/green) will be sent back to the schools/departments for processing by fax or mail. All merchandise should be secured **only after** the purchase order has been routed through the system. **At no time should a purchase order be circumvented.** Failure to process purchase orders correctly could result in schools being responsible for purchases made in error. Walk-thru purchase orders should only be for emergency items/situations. Please have staff/faculty plan accordingly. No substitutions or additions are to be made to the original purchase order once processed. If any item is not available, cancel the item(s) and purchase at a later date. **BACKORDERS ARE NOT TO BE ACCEPTED OR ALLOWED.** All receiving copies must be signed, dated and sent to Finance only when all items are received. **All orders for textbooks or otherwise must be typed out.** Only those purchase orders handled by Frank Waller's office are allowed to use "see attached" as the description. All purchase orders submitted for registrations/travel should include dates, locations, and individuals attending. Code registrations to object 730 (dues/fees) when processed separately from the travel reimbursement. Purchase orders over \$10,000 must be submitted for board approval prior to routing through the system. (Includes multiple purchase orders to individual vendors at one time).