

PURCHASE ORDERS

The Purchase Order Form can be found on the district web site. **Purchases should not be made without a signed and dated purchase order that has been assigned a purchase order number. Doing so puts the purchaser in the position of being personally responsible for payment for the product or service.**

Nonpublic schools using Auxiliary Service funds must complete the Form SF-200 Request for Loaning of Textbooks, Materials and Equipment, and for Providing Services. The form serves as a requisition and must include all components of the purchase order. A PDF version of the purchase order is therefore not required. Appropriate approvals must still be obtained.

It is imperative that all the components of the purchase order are adequately completed. The Treasurer's Office will assign the purchase order number in the upper right hand corner of the purchase order. The initiator of the purchase order is responsible for completing the rest of the form.

If a vendor number is not known, the user can utilize the *Vendor Number* pop-up screen to determine the appropriate vendor name. If the vendor is new to the district, that information should be noted and the Treasurer's Office will assign a number to the vendor.

If a teacher is initiating a purchase order, he/she must first receive approval from his/her most immediate supervisor. Once that is done, the form should be completed. The *Requested By* field should contain the name of the staff member(s) who will receive the ORIGINATOR copy of the form. It should be entered exactly as indicated in the first column (vendorno) of the EDGE Originators file.

One copy of the purchase order form is to be printed on plain white paper. The form is forwarded to that person's immediate supervisor who signs on the *Approved By* line.

The form is then forwarded to the Business Manager who signs on the *Purchasing Agent* line.

The form is then forwarded to the Treasurer/CFO who signs on the *Treasurer* line. A purchase order number is then assigned to the form.

The Treasurer's Office will follow the instructions noted on the form for handling of the VENDOR copy.

A PDF version of the ORIGINATOR copy (old pink copy) will be e-mailed based upon the *Requested By* field of the order.

The ORIGINATOR copy will be used as your receiving copy (old goldenrod copy).

Once the product or service has been rendered, the originator initials and dates the *Verification of Receipt of Goods* on the ORIGINATOR copy and returns it to the Treasurer's Office for payment. This should only be done **after** the product has arrived in full or the service has been rendered.

Prior to the Treasurer signing the purchase orders for state and federal grant funded orders, the Assistant Treasurer will review to determine appropriateness of purchase.