

Purchasing Process

What is a purchase order? A purchase order is a document used by the purchasing department to place an order with a vendor (store) or supplier. In other words, this is the contract that a buyer drafts to purchase goods from a seller.

What is an invoice? An invoice indicates that a buyer owes money to a seller.

Please follow the simple guidelines listed below.

Student Body Accounts

- Do you have the funds? Check with the District Clerk to determine if / how your expenses will be paid. Ask for a purchase order. Each vendor requires a separate purchase order.
- Receive approval from administration. The purchase order should be filled out with a list of items, estimated costs and which fund expenses will be paid. If approved, your administrator will sign the purchase order and return only the white copy to you.
- The pink and yellow copies will be submitted to your building secretary for ordering. Make sure you have complete vendor information, including website address and phone /fax number. If you are picking up the items locally, you can take the white copy of the purchase order to the store. The cashier will reference the PO # on the invoice, allowing you to keep the white copy of the purchase order have received all items approved.
- Turn in all invoices to the business office as soon as possible to be reconciled.
- Keep the white copy of your purchase order on file for future reference.

Credit Card Purchases

- Do you have the funds? Check with the District Clerk to determine if / how your expenses will be paid. Ask for a purchase order. Each vendor requires a separate purchase order.
- Receive approval from administration. The purchase order should be filled out with a list of items, estimated costs and which fund expenses will be paid. If approved, your administrator will sign the purchase order and return only the white copy to you.
- The pink and yellow copies will be submitted to your building secretary for ordering. Make sure you have complete vendor information, including website address and phone /fax number.
- When you make your purchase online make sure to print off your receipt which should include all items ordered and proof of payment.
- Turn in all receipts to the business office as soon as possible to be reconciled.