

## Purchase Orders

A Purchase Order (PO) is used to place an order for merchandise or services. All purchases to be paid for with District funds, from any account – including student activity shall be made on a District Purchase Order. **“The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.” (Board policy- CH)**

Requirements for filling out a purchase order:

- Vendor’s name, vendor number, complete address, phone number and FAX number, if no FAX number on form it will be mailed.
- Item or stock number
- Quantity
- Description of merchandise being ordered
- Price
- Shipping cost and total of order
- Fund / Account Numbers
- Account has funds to cover order
- Preparer’s signature
- Principal’s signature (Required)
- Bookkeeper’s signature (Required)

Please **do not fill** in the blank where “Purchase Order Number” is printed. This space is reserved for the Finance Department.

Use 6 part carbon form and make sure print is visible on all copies. If using blank 6 color carbon, be sure to print on correct side of paper so that signatures will show on copies.

Campus Bookkeepers will send your PO’s to the Administrative Assistant (Bertha Genzer). She verifies account numbers and balance of the Budget account. After reviewing for accuracy, the documents are submitted to the Business Manager, Philip Carroll, for approval. When approval is complete, PO numbers are assigned to the documents, order is processed and funds are encumbered. Your campus Bookkeeper will receive the pink copy of the PO for the campus files. **Your Campus Bookkeeper will refer to this copy when calling Central Receiving to determine the status of the open order.**

The Business Office will provide the Disbursement of a PO as follows:

- White copy -Accounts Payable after faxing or copy mailed.
- Blue copy - Central Receiving
- Green copy -Finance – Permanent Files
- Yellow copy -Central Receiving
- Pink copy -Campus Bookkeeper / Person that submitted the PO

**Special Purchases—Computers, Printers, Projectors, Cameras, Software, Software Licenses and any other Technology Equipment—**All purchases of Information Resources Technologies (computers, printers, projectors, software and any other Technology Equipment) require approval of the Technology Director. Because if these purchases total over \$50,000 for the entire District in a 12 month time period, special purchasing laws have to be followed. Please contact Ceila Burris for price quotes for these items, or if you have received a price quote, please attach to the P.O. and the Technology Department will review for approval.

The Technology Department is given the responsibility to maintain and service all Tech equipment. The Department has to have a working knowledge of purchases to determine if the District has the capacity to support the operation of various Technologies.

All orders are to be received at Central Receiving. If special circumstances require delivery to campus (cookie dough or other perishables) let Central Receiving know about order and that a “merchandise received” form will be submitted to CR so purchase order can be closed for payment.

Another situation that should NEVER happen is for the invoice to be received in the Finance Department *before* the Purchase Order has been received and processed. In this situation, the order was made without proper approval, thus could be terminated and returned.