

PURCHASE ORDER SYSTEM

Objective

The procurement program must follow the budget planning and adoption phase of the financial cycle. This function is designed to support the teaching staff and other educational personnel. Its primary objective being the provision of quality materials, supplies, and equipment in the right quantity, at the right time. Bearing in mind the limitations of a fixed appropriation, minimum inventory, avoidance of duplication, waste, and obsolescence.

How To Use The System

To receive goods and services, one should start with a properly executed requisition. It is expected that prior to the form being typed, the school building administrator or unit administrator has fully discussed with all those concerned the need for the items and the financial impact to the budget categories. S/He will then approve the requisition and send it to the Business Manager.

The business office converts these signed requisitions to formal purchase orders, selecting the best vendor based on acquired expertise. Our formal purchase order should be the sole source for placement of a school district purchase. No phone orders are to originate from any office in the district. When circumstances demand immediate order placement, a phone call to the Business Manager will result in placement of the order. A follow-up requisition from the department is required to facilitate the subsequent paper work. It will be labeled, "confirming order" to alert the vendor and prevent duplicate shipments. The infinite variety of books, special supplies, equipment and instructional paraphernalia needed requires this tight control of the purchasing process.

The only exception will be calls for service under an existing agreement, such as typewriter repairs. The department may assign this responsibility to one of its members for the school year.

Step-By-Step Procedure

The first step is to requisition the item, defining it in sufficient detail for ordering purposes and supporting the request with the necessary approval.

1. Definition includes a description or catalogue code for easy identification of the material wanted. This may be an item number in a specific vendor catalogue.
2. The quantity wanted.

3. The date of delivery or other exceptional information.

Forward two (2) copies of the requisition to the business office, retain the third copy for your files. Your requisition will be converted to a purchase order for the material. We will return one (1) copy of the original requisition with the purchase order number. We will also insert the date your order was processed.

The purchase order is prepared in multiple copies of five (5). The original is sent to the chosen vendor. The yellow copy is given to the receiving department. The blue copy is filed by the accounts payable as notice of commitment to the chosen vendor. The green copy is filed numerically for easy retrieval. The pink copy is filed by code account number which follows the approved budget category.

Receiving

Packages are not to be accepted at any building location from the U.S. Postal Service, United Parcel Service or various freight companies. All such materials are to be directed to the receiving department.

When goods are received at the receiving department, all packages are opened promptly and the contents verified against the purchase order. Items with concealed damage and errors must be reported to the vendor within fourteen (14) days of delivery. Thus, items you want returned must be flagged for special handling, so that we can receive proper credit for the returned material.

The system is designed to furnish daily delivery of goods and materials to the various schools. Each school should assign a person to receive its goods. Materials will only be delivered to that person or the administrator. This practice will avoid confusion and allow us to trace lost materials quickly.

The signed receiving report (yellow copy) is sent to accounts payable when delivery is completed. Verification of extensions and budget codes is done and the item is processed for payment. As public schools are exempt from paying taxes on the basis of being a governmental agency/political subdivision, vendors will be advised to cancel any tax added to our bills.

On all follow-up matters concerning orders, correspondence must include the reference number of the purchase order and/or the vendor invoice number.

The accounts payable clerk will handle initial inquiries. The business office will research any subsequent problems with the system.