



Public Schools of Edison Township

312 PIERSON AVENUE * EDISON, NEW JERSEY 08837
TELEPHONE (732) 452-4900 FAX (732) 452-4993

Bernard F. Bragen, Jr., Ed.D.
Superintendent of Schools

Ann Kluck
Assistant Business Administrator

The Process of a Requisition to a Purchase Order

1. A request for the needed items or services is submitted to the principal or administrator with a **price quote** from the vendor before goods or services are received/performed, if greater than \$6,599 two price quotes must be obtained.
2. The Principal or Administrator assesses the need, reviews their budget, and approves or denies the request.
3. If the request is approved, the school or department secretary creates a requisition in Genesis. If the purchase is through a new vendor, a new vendor request form must be completed and sent to Accounts Payable.
4. Special attention is given to the following:
 - a. Vendor- include state contract or cooperative number
 - b. Items and description of goods or services
 - c. Shipping Charges, if applicable –estimated if unknown
 - d. Correct Account number
 - e. Any necessary supporting documents such as price quote, board agenda, or registration forms should be uploaded to requisition
5. The requisition will go through the appropriate channel of approvals at school or department level.
6. The Purchasing Agent will review the requisition to ensure the purchase complies with district policy and to verify account code accuracy/budget capacity.
7. The School Business Administrator will give final approval from requisition to Purchase Order.
8. Accounts Payable then prints the PO created from the requisition and forwards PO to vendor.
 - a. The receiving copy will go to the requisitioner – Blue Sheet
 - b. Once items are received - sign Blue sheet and return to Accounts Payable for payment

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