

## **PRODUCT ORDERING INSTRUCTIONS**

### **REQUISITIONS, PURCHASE ORDERS, PACKING SLIPS, INVOICES**

**Requisitions:** When you wish to order something, you will need to complete a requisition. This form can be found on our website under staff links. Once completed, it is sent to your building principal who will ok it and forward it to Mrs. Ross who will approve it for the purchase. The treasurer's office will enter this into the computer and print out a purchase order for you.

**Please make sure you mark the Special Instruction section on the requisition. This tells us what to do with the Purchase Order...mail out, fax it, return to you for you to order, etc.**

#### **Purchase Orders:**

The white copy of the purchase order is either mailed out, or sent back to you if you are placing the order.

#### **Packing Slips:**

When you receive your order, there will be a packing slip in the box. Please check it against the items in your order. If all is OK, please sign, date and send the packing slip to the Treasurer's office.

#### **Invoices:**

Sometimes the invoice will be in the box. If this happens, again, please sign, date and send it to the Treasurer's office if the order is complete and you are satisfied with the order.

If we receive a copy of the invoice and have no indication from you about whether the order is received and complete, then we will send you a yellow copy of the Purchase order for you to sign and date indicating the order is complete.

#### **Problems:**

If you have backorders, I will send you a copy of the invoice for you to sign, or you can Sign, date the packing slip and send it to me.

If an item is damaged, we will need to call the company for their policy on returns. The company will either have you return it or will send a call ticket for it to be picked up And returned to them.

If you have any questions, please call the treasurer's office.