

# PURCHASE ORDER CHECKLIST

## Key Points to Remember

- POs are required to purchase all goods or services (PND numbers cannot be used in place of purchase order numbers).
- Reimbursement requests require prior approval before incurring the expense (conference reimbursement approved via MLP).
- When considering a purchase, allow sufficient time for the processing of requisitions.
- Online receiving is required for any vendor payment to be made. Failure to "receive" items will impact our ability to place orders.
- Receiving must be done weekly in WinCap. Invoices should be mailed directly to the Business Office.

## DISTRICT-WIDE THRESHOLDS (Per Board Policy, applies if vendor is NOT on State/Co-Op Contract or Bid)

- Up to \$4,999: Must have quote/documentation attached.
- \$5,000 - \$9,999: 3 Verbal quotes required. Must be documented and attached to requisition.
- \$10,000 - \$20,000: 3 Written quotes required. Must be attached to requisition.

## PURCHASE ORDER COMPLIANCE

All purchases must comply with General Municipal Law. Purchase Orders above \$500 should have quotes attached. All professional services purchase orders must have the executed contract attached with all required signatures.

- State Contract (include contract #)
- Preferred Vendors (Corcraft, NYSPSP, NYSID)
- Bid
- Cooperative Contract
- Sole Source (Letter on vendor letterhead)
- Quotes (per above)

## BUDGET (OBJECT) CODE

- 200 Equipment - Fixed Assets >\$ 5,000
- 455 Office Supplies
- 480 Textbooks
- 400 Contractual/Other Expenses (Services)
- 456 Travel & Conference
- 450 Materials & Supplies (Classroom)
- 460 Library A/V Loan

## MISCELLANEOUS

- ★ Never received purchase order
- Check disapproved list in WinCap
- ★ Vendor not in Wincap
- Submit new vendor form with W9 to Business Office for approval
- ★ Funds not available on budget line
- Request budget transfer before entering requisition
- ★ Vendor will not take PO
- Business office prior approval required
- ★ NYS Contract, Co-Op Contract or Bid Purchase
- PO Text must specify Contract # or Bid # (see vendor notes tab on PO)
- ★ Amazon Purchase (5 Day Processing)
- Enter the requisition, submit order via Amazon.com with PO#
- ★ PO Cancellation/Closing
- Contact accounts payable office to close

## ACCOUNTS PAYABLE CHECKLIST

- Goods received, PO ready for payment
- + Complete receiving process in WinCap
- Invoice came to requisitioner with shipment
- + Approve & forward to Business Office via interoffice
- Check needed for conference hotel
- + Contact accounts payable office for processing 2 weeks in advance
- Items missing from box or need to be returned
- + Do not receive item in WinCap, contact vendor for return

## Frequently Used State Contract Vendor Award Numbers

Vendor	Contract#	Vendor	Contract#	Vendor	Contract#
Adams Book Co	PC66953	Heinemann	PC67002	Scholastic Library	PC67166
Alini Magazine Service	PC67658	<b>*Kurtz Bros</b>	PC67561	School Outfitters	PC66516
Barnes & Noble	PC66998	<b>*Lakeshore Learning</b>	PC67562	<b>*School Specialty</b>	PC67566
Blick Art Materials	PC67551	Nasco	PC67959	Snap On Tools	PC68469
BSN Sports	PC67850	Pearson Education	PC67163	<b>*Staples Business Advantage</b>	PC67296
Cascade School Supplies	PC67552	PERMA-BOUND	PC66962	Staples Contract (Cleaning)	PC66835
Dell	PM20820	Really Good Stuff	PC67632	WB Mason (Cleaning Supply)	PC67690
Fisher Scientific	PC66092	Scholastic Books	PC66966	WB Mason (Paper)	PC67805
<b>*Grainger</b>	PC67235	Scholastic Inc (eDatabase)	PC67673	<b>*WB Mason (School Supply)</b>	PC67569
IEH Auto Parts (Miele)	PC68524	Scholastic Publishing	PC67674		

## Frequently Used Co-Operative Contracts & Bids

- Amazon Business
- US Communities # R-TC-17006
- Napa Auto Parts
- Sourcewell # 062916-GPC
- B&H Foto & Electronics Corp
- National IPA # R160901
- Pocket Nurse
- National IPA # R190201
- **\*CDWG Technology Solutions**
- National IPA # #2018011-01
- Quill Corp. (School Supplies)
- National IPA # R141606
- Custodial Paper Supplies
- SW BOCES BID # 2019-20-C02
- WB Mason Fine Paper
- SW BOCES BID # 2018-19-C11
- Gopher Sport
- US Communities # 16-SRD-010
- Lumber Supplies
- SW BOCES BID # 2018-19-C03

**\*Note:** Indicated vendor available via online shopping within WinCap.