

# PURCHASE ORDER TO PAYMENT FLOW CHART

**COMPLETE REQUISITION**

- CHECK YOUR BUDGET AND PROCESS BUDGET TRANSFER IF NEEDED
- PRINCIPAL SIGNATURE
- **KEEP PINK COPY & BACK-UP INFO**

**APPROVALS**

- AREA AND/OR ASST. SUPERINTENDENTS
- PROGRAM DIRECTORS STATE & FEDERAL CTE, (IF APPLICABLE)

**PURCHASING DEPT.**

- BARBARA JAMES 730 - 7541
- KARLA DOYER 730 - 7345
- REINA SANCHEZ 730 - 7540
- JUSTIEN MEDINA 735 - 8179

**PURCHASING PLACES ORDER**

**SENDS PO TO VENDOR AND TWO PO COPIES TO SITE:**

- **SITE COPY**—ATTACH TO PINK REQ COPY & KEEP
- **RECEIVING COPY**—SEE INSTRUCTIONS BELOW

**PLEASE ALLOW 3-5 DAYS TO CHECK STATUS. DO SO BY SENDING REQUISITION COPY VIA EMAIL.**



**PLEASE REMEMBER:**

VENDORS CAN FREEZE THE DISTRICT ACCOUNT DUE TO LATE OR NON-PAYMENT WHICH ALSO AFFECTS OTHER SITES

**ORDER RECEIVED**

COMPARE ORDER WITH PACKING SLIP, CHECK FOR DAMAGE, SEND ASSET TAGS TO PURCHASING, FOLLOW UP WITH VENDOR FOR ANY MISSING ITEMS OR SHIPPING STATUS

**COMPLETE ORDER RECEIVED**

**PARTIAL SHIPMENT(S) RECEIVED**

**YAY!!**

**OH NO!!**

A. CHECK "PO COMPLETE"  
B. SEND ORIGINAL RECEIVING COPY TO FINANCE

A. MAKE A COPY OF RECEIVING COPY  
B. ATTACH A COPY OF PACKING SLIP & CIRCLE ITEMS RECEIVED-> CHECK "PARTIAL"  
C. SEND TO FINANCE

**FINAL SHIPMENT RECEIVED**

**ACCOUNTS PAYABLE DEPT.**

- DORIE MAY A-F
- BRITTANY BRYANT G-0
- TERRI STALLINGS P-Z

**PROCESS FOR PAYMENT**

INVOICES RECEIVED BY MONDAY WILL USUALLY HAVE A CHECK GENERATED ON FRIDAY. CHECKS ARE MAILED OUT THE FOLLOWING WEDNESDAY

**HAPPY VENDOR!**

**Very Good**