



**PURCHASE ORDER
PROCEDURES**

1. Complete a Requisition Form--the requisition shall be completed as to vendor, delivery address, quantity, item number and description, unit cost, extended cost, and shipping charges. Total the amount of purchases. Sign the requisition and put what funds the order should be purchased from.

2. Send to local bookkeeper or if federal funds send to the proper program coordinator at Central Office.

3. Bookkeeper will issue a purchase order and it will be signed by the principal. If Central Office, it will be signed by program coordinator and superintendent. Allow a 3-day turnaround.

4. If purchase order is from the local school, the bookkeeper will let you know when the order is ready to be placed. When the merchandise is received, you will need to get with the bookkeeper and sign the purchase order “received by”.

OR

4. If the purchase order is coming from the Central Office you will receive an e-mail with the purchase order attached and you can place the order. Once all merchandise is received, you should print out the purchase order and sign as “received by” and return to Central Office.

NO ORDERS ARE EVER TO
BE PLACED WITHOUT THE
APPROVED PURCHASE
ORDER

PURCHASE ORDER
TYPE: Normal
SUMMARY PURCHASE ORDER

INVOICE TO:
Coosa County Board of Education
73 NIXBURG RD POST OFFICE BOX 37
ROCKFORD, AL 35136

PURCHASE ORDER
Page 1 of 1

PHONE: (256) 377-4913 FAX: (256) 377-2385

SHOW PO NUMBER ON ALL SHIPPING CONTAINERS,
PACKING LISTS, INVOICES AND CORRESPONDENCE.

PO NUMBER: BE-001396
PO DATE: 07/11/2011
EXPIRES ON: 10/09/2011
ORIGINATOR: amy

STATUS AND DATE: Approved 07/11/2011

VENDOR: 2690 AMOUNT: 1,070.00

SHIP TO:

VULCAN INFORMATION PACKAGING
P O BOX 29
VINCENT AL 35178

CENTRAL MIDDLE SCHOOL COOSA CN
97 COOSA COUNTY RD 75
ROCKFORD AL 35136

ATTENTION: LINDA MASON

PHONE:
EMAIL:
COST CENTER: 0007
REQ NUMBER: 000000

FAX:

PHONE: (256) 377-1490 FAX: (256) 377-1493
EMAIL:

DELIVERY DATE: 07/11/2011
TERMS: Net 30

ITEM #	QTY	UM	ITEM DESCRIPTION	ITEM COST	EXTENDED AMT
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PURCHASE ORDER TOTAL: \$1,070.00

***** NO BACK ORDERS ***** NO BACK ORDERS ***** NO BACK ORDERS *****

GENERAL LEDGER ACCOUNT

12-5-1100-411-0007-4120-0-8100-0000

INSTRUCTION-STUDENT CLASSRM SUPP

DISTRIBUTION TOTAL:

AMOUNT

1,070.00

1,070.00

BE-001396

APPROVED BY:

Linda Mason

DATE:

7-11-11

APPROVED BY:

Al Sanford

DATE:

7/11/11

RECEIVED BY:

DATE: