

04/10/2014

On-Line Order Request

The on-line order request is used when you need to purchase any equipment or supplies for your department.

Before anything can be ordered an **on-line order request form** must be completed on **SMARTeR**. A link to this site can be found at <http://www.parkrapids.k12.mn.us/> under the pull down menu **Staff Resources** and **Employee Self Service-SMARTeR**. You log in using your **employee ID#** and **password**.

Instructions for entering requests are available on the District Web page under "District Staff & Forms". Please be very specific with your request. The vendor, item number and description you enter is routed to your Principal or Supervisor as a requisition after you click the transfer button.

If approved by your Principal or Supervisor your request **becomes** the **purchase order** and is faxed to the vendor unless we have an on-line account with them.

A copy of the purchase order will be printed and sent to your building.

You can view your online request transfer confirmations within the "Notifications" folder in SMARTeR after they have been processed.

If you are going to pick up the items personally the original Purchase Order will be sent to you. *You must present the Purchase Order to the vendor when you make the order and return the charge slip to the District Office.*

Before payment can be made on an invoice three requirements must be met.

- 1. Purchase Order, authorizing the purchase.*
- 2. Invoice, listing items purchased.*
- 3. Signature, verifying goods have been received and they are acceptable.*

The District is not responsible for items purchased without a Purchase Order.

Purchase Order