

Tips as you check in your on-line orders

After you transfer your on-line order request and it has been routed and approved a copy of the purchase order will be sent to you through your Principal's or Supervisor's Office.

(Make or scan a copy if you need one for your records.)

- *If your order is complete:*
 1. Attach all **packing slips** to the **Purchase Order**.
 2. If there is no packing slip, note; "**items received no packing slip**" on the copy of the purchase order.
 3. **Sign** the copy of the purchase order and send both, purchase order and any packing slips to Sandy in the District Office.

- *If your order is not complete:*
 1. Look at the packing slip for items backordered (B/O) or discontinued.
 2. Make a note of these items on the copy of the purchase order. (or packing slip)
 - Backordered items will be shipped later.
 - Discontinued or canceled items will not be shipped. If you wish to re-order them from another company you must request them with an on-line order request.
 - Indicate which items have been received, sign then send the packing slips so payment can be made for items already received.
 3. Keep the copy of the purchase order until you have received all items to be shipped. When the last item to be shipped is received sign then send the packing slip and copy of the purchase order.

- *If there is a problem with your order:*
 1. If the packing slip shows the item has been shipped and it is missing from the order or something is damaged **notify the company** and make a note of it on the packing slip.
 2. If you are not satisfied with an item and wish to return it, contact the company for instructions. If the company is not sending a call tag for pickup contact the Superintendent's office to ship UPS.