

08/19/2013

# Local Purchase Order

The Purchase Authorization is used when you wish to purchase items from a vendor in Park Rapids where we have charge accounts.

Local "Purchase Authorizations" are not accepted at WAL\*MART and Coborn's. We have corporate accounts with them that require the "On-line Order Request process.

Complete the form with your name and the name of the Store where you will be making the purchase.

Indicate the items you will need and your department.

Your Principal or Supervisor will sign for approval and note the account to be charged.

When you make your purchase; present one copy of your "Purchase Authorization" to the person at the cash register.

**Keep one copy of the "Purchase Authorization", attach the sales receipt and return it to the District Office for payment.**

Local merchants find postage too expensive and do not mail copies to the School District. Please make sure you return your copy for payment.

**The District is Not Responsible for Items Purchased without a Purchase Authorization.**

PARK RAPIDS AREA SCHOOLS PURCHASE AUTHORIZATION	
Nº 015403	
_____, 19____	
TO _____	
Please allow _____ to charge	
QUANTITY	DESCRIPTION OF ARTICLES
<b>Sample</b>	
Department _____	
Approved by _____	
Account to be Charged _____	
<i>This may be approved by Custodial Supervisor, Transportation Supervisor, a Building Principal, or District Administrator only.</i>	
<i>A bill <u>will not</u> be honored unless an authorization is attached.</i>	
<b>CHARGE TO: PARK RAPIDS AREA SCHOOLS INDEPENDENT SCHOOL DISTRICT #309 P.O. Box 591 Park Rapids, MN 56470 Tax #8004973</b>	
Please present bills monthly on proper forms as required by law.	
Receiver of goods must sign bill upon delivery.	
Only bills presented by the 1st of the month will be paid that month.	
Maximum Dollar Value per authorization \$100.	