



Onslow County Schools Purchasing Dept


Online Purchasing Training

Printed Purchase Orders

PRINTED PURCHASE ORDERS

NON-REGISTERED VENDORS

1. The standard four color (White/Pink/Blue/Gold) purchase orders will be printed
2. The “White” copy will be sent to the vendor by “Mail” or “Fax”
3. The “Pink/Blue/Gold” copies will be processed and filed
4. The “pink” copy is completed when the purchase order is paid in full. The “blue” & “gold” copies are for filing with requisitions and records

		ONSLow COUNTY SCHOOLS P.O. BOX 99 JACKSONVILLE, N.C. 28541-0099 (910) 455-2211 FAX (910) 455-1965	PURCHASING FILE COPY PURCHASE ORDER THIS NUMBER MUST APPEAR ON ALL INVOICES AND ON EACH PACKAGE. 704227	
TO: 5613 861138464 PAPER PEOPLE, THE 7205A LOCKPORT PLACE LOFTON, VA 22079	SHIP TO: ONSLow COUNTY SCHOOLS DIST CENTER / PURCHASING DEPT 300 BRADHURST ROAD JACKSONVILLE, NC 28540 DEBBIE HORNAGE			
DATE 11/13/06	REQUISITION X / D. HORNAGE	SHIP DATE 11/13/06		
QUANTITY	DESCRIPTION	DISCOUNT	UNIT COST	AMOUNT
1.00 BX	2.6320.801.412.000.820.00 CINDY BURKHART CRAYOLA 4 COUNT CRAYON BOX 360/BOX INVOICE ATTN: DEBBIE HORNAGE Commodity Code: 050-00		102.2000	102.20

				TAXES 102.20
				FRIGHT 8.23

				TOTAL 125.76

DISCOUNTS WILL BE TAKEN AS PER BOARD POLICY. PLEASE INVOICE IN TRIPLICATE SHOWING PURCHASE ORDER NUMBER ON ALL COPIES. INCLUDE 7.0% NC SALES TAX.				
<small>BILLING: INVOICES MUST BE IN TRIPLICATE. PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES AND ON EACH PACKAGE.</small>				
MATERIALS RECEIVED AND CHECKED BY: _____		_____ PURCHASING AGENT		
DATE: _____ DATE: _____		_____ FINANCE OFFICER		
LIQUIDATE: _____		<small>This instrument has been prepared in the manner required by the School Budget and Fiscal Control Act</small>		
PAY: _____				

The 6-digit purchase order number is indicated in the top right corner.

PRINTED PURCHASE ORDERS

REGISTERED E-PROCUREMENT VENDORS

1. Only the three color (Pink/Blue/Gold) purchase order File Copies will be printed.
2. Registered E-Procurement Vendors will automatically receive an electronic Purchase Order .
via the Statewide E-Procurement System when the PO has been printed, therefore no white copy will be printed.
3. The “Pink/Blue/Gold” purchase order “File Copies” will be processed and filed.

NOTE: DO NOT DUPLICATE THIS PROCESS BY SENDING A HARD COPY OF THE PURCHASE ORDER TO THE VENDOR

ONslow County Schools
P.O. BOX 99
JACKSONVILLE, N.C. 28541-0099
(910) 455-2211 FAX (910) 455-1965

**RECEIVING REPORT
PURCHASE ORDER**
THIS NUMBER MUST APPEAR ON ALL
INVOICES, SHIPPING DOCUMENTS
AND CORRESPONDENCE
67000 608714

**** E-Procurement Purchase Order - File Copy ****

TO: 102632 560179995
CLARK SPORTING GOODS
JAMIE SYKES
128 MAXWELL STREET
FAYETTEVILLE, NC 28301

SHIP TO: ONSLOW COUNTY SCHOOLS
DIST CENTER / PURCHASING DEPT
200 BROADHURST ROAD
JACKSONVILLE, NC 28540
DANNY SHEPARD

DATE 5/18/06 REQUISITION X / M FORD SHIP DATE 6/01/06

QUANTITY	DESCRIPTION	DISCOUNT	UNIT COST	AMOUNT
50.00 EA	2.5400.862.412.820.820.00 SPORTS EQUIPMENT 2006 DO NOT DUPLICATE THIS PO IS ONLY A TEST SPORTS EQUIPMENT REFERENCE QUOTE #ATH-162 ADDITIONAL LINE COMMENTS CAN BE PLACED ON AS MANY AS NEEDED FOR ALL INFORMATION NEEDED TO COMPLETE THE PURCHASE ORDER Commodity Code: 805-00	11.00	1.0000	50.00
60.00 EA	ENTER ADDITIONAL LINE ITEMS DESCRIPTIONS Commodity Code: 805-00		1.0000	60.00
				110.00
			TAXES	9.03
			FREIGHT	30.00
			DISCOUNT	11.00
			TOTAL	138.03 *****

DISCOUNTS WILL BE TAKEN AS PER BOARD
POLICY. PLEASE INVOICE IN TRIPPLICATE
SHOWING PURCHASE ORDER NUMBER ON ALL
COPIES. INCLUDE 7.0% NC SALES TAX.

BILLING: INVOICES MUST BE IN TRIPPLICATE. PURCHASE ORDER
NUMBER MUST APPEAR ON ALL INVOICES AND ON EACH PACKAGE.

MATERIALS RECEIVED AND CHECKED BY: _____
DATE: _____ DATE: _____
LIQUIDATE: _____
PAY: _____

Danny Shepard
PURCHASING AGENT
Henry D. Adams
FINANCE OFFICER
This instrument has been prepared in the manner
required by the School Budget and Fiscal Control Act

The entire 11-digit purchase order number is indicated in the top right corner.

PRINTED PURCHASE ORDERS

SPECIAL INSTRUCTIONS FOR PURCHASE ORDER WITH “ATTACHED SHEETS”

1. ALL Registered E-Procurement Vendor Blanket Orders with “attached sheets” are to be submitted to the vendor using the following steps:

a. Complete the E-Procurement PO Attachment Form

PO NUMBERS: All Registered E-Procurement Vendors will receive an 11 digit PO number via the Statewide E-Procurement System. The PO’s for our district will always be “67000_ _ _ _ _”. The last 6 digits on the form is for the PO number from the SunPac Purchasing System. (Example: PO # 600250 would be E-Procurement PO # 67000600250).

b. Mail or fax the completed “E-Procurement PO Attachment Form” and the “attached sheets” to the vendor.

NOTE: When the vendor receives the blanket order via the Statewide E-Procurement System, our statement “ATTACHED SHEETS WILL BE MAILED OR FAXED” lets the vendor know how they will receive the entire order.



ONSLow COUNTY SCHOOLS 200 BROADHURST ROAD JACKSONVILLE, NC 28540 PHONE: (910) 455-2211 FAX: (910) 455-1965	
E-PROCUREMENT PO ATTACHMENT FORM	
DATE: _____	
PO NUMBER: 6 7 0 0 0 _____ <small>(Must be 11 digits - ex. 67000600250)</small>	PHONE NUMBER: _____
VENDOR NAME: _____	FAX NUMBER: _____
ATTENTION: _____	
MESSAGE:	
THE PURCHASE ORDER REFERENCED ABOVE HAS ALREADY BEEN SENT TO YOUR COMPANY ELECTRONICALLY VIA THE STATE OF NORTH CAROLINA'S E-PROCUREMENT SYSTEM.	
ON THAT ORDER, IT WAS INDICATED THAT AN ATTACHMENT WOULD FOLLOW BY MAIL <u>OR</u> FAX.	
PLEASE ACCEPT AND PROCESS THE ATTACHED SHEETS FOR THE PURCHASE ORDER NUMBER REFERENCED ABOVE.	
SHIP TO ADDRESS:	
SCHOOL/DEPT: _____	PHONE NUMBER: _____
ATTN: _____	FAX NUMBER: _____ <small>(Optional)</small>
ADDRESS: _____	E-MAIL ADDRESS: _____ <small>(Optional)</small>
CITY/STATE/ZIP: _____	
IF YOU HAVE ANY QUESTIONS ON THIS PO, PLEASE CONTACT:	
NAME: _____	PHONE NUMBER: _____
THANK YOU.	