



Onslow County Schools Purchasing Dept

Online Purchasing Training

Introduction

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The Purchasing Dept and Finance Dept work together in all aspects of the processing of purchase orders in the AS400.

PRINTED PURCHASE ORDER PROCESS:

- Edit reports are printed and given to the Director Procurement & Materials Management.
- Director reviews and approves edit reports and forwards approved edit reports to the Finance Department for release. (Note: Edit reports not approved will be forwarded to the individual(s) who keyed in the PO listing the corrections needed to the PO in order for it to be approved. The PO will stay on hold until it is corrected and approved by the Purchasing Dept)
- Finance staff reviews the edit reports and releases them (Note: Edit reports not released will be forwarded to the individual(s) who keyed in the PO listing the corrections needed to the PO in order for it to be released)
- Finance forwards released edit reports to Purchasing for printing of PO's.
- Released PO's are printed and forwarded to the respective individuals or departments.

PURCHASING DEPARTMENT CONTACTS:

Sherri Barnhardt, Director Procurement & Materials Management, Ext. 20603

Linda Bassett, Purchasing Agent I, Ext. 20650

Tiffany Marchman, Purchasing Agent I, Ext. 20652

Schelaine Parnell, Purchasing Agent I, Ext. 20653

Robert Drewry, Warehouse Supervisor/Buyer, Ext. 20654

FINANCE DEPARTMENT CONTACTS:

Cathy Smith, Deputy Finance Officer, Ext. 20602

Sally Campbell, Budget Analyst, Ext. 20604

Melissa Brewer, Accountant, Ext 20606

Charles Stallings, Director Computer Services, Ext. 20607

Carolyn Jones, Fixed Assets, Ext 20600

Linda Holland, Accounts Payable Supervisor, Ext. 20614

Candace Finch, Accounts Payable (School Codes 299-333), Ext. 20615

CJ Hughs-Bowling, Accounts Payable (School Codes 335-364), Ext. 20616