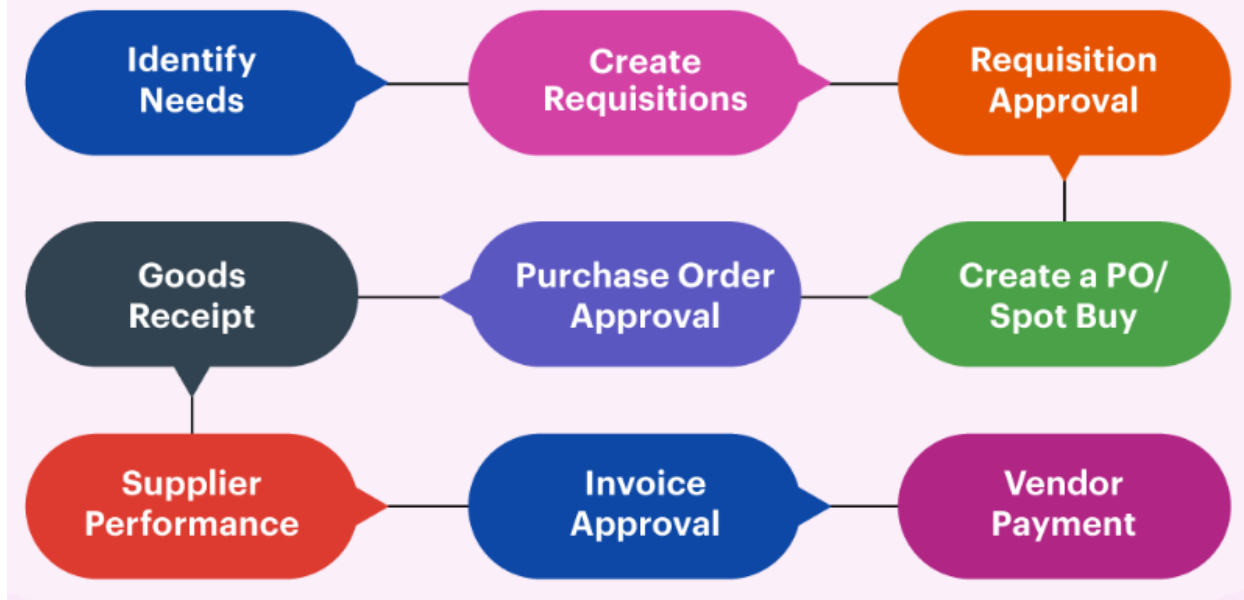


# The Procure-to-Pay Process Flow



## Steps in the Purchase Order Process

In most scenarios, the purchase order workflow process includes these steps.

1. Submit purchase requisition requests - [Requisition Request Form](#)
2. Receive purchase requisition approval from Principal/Department Head
3.
  - a) Analyze and select vendors
  - b) Send out requests for quotes (request quotes with contract pricing per vendor)
  - c) Enter requisition in Ascender
4. Send approved POs to vendor
5. Receive goods and services – will be going to online receiving in Ascender soon
- 6-7. Send signed PO District copy to Business Office along with any backup to include packing slips and communication regarding the order from vendor or receiver.

\*If you receive an invoice from the vendor, send to [accountspayable@aledoisd.org](mailto:accountspayable@aledoisd.org)

# Check Run Deadlines

Please consider the deadlines listed on the [Finance Pay Dates Calendar](#) when you are entering a requisition to be paid, specifically for entry fees, registrations, per diems, and field trips.

For example, if one of your second grade classes is scheduled to go on a field trip to Mainstay Farm on October 24<sup>th</sup>, Accounts Payable will need all documentation turned in to the Business Office by the check run deadline of October 17<sup>th</sup>, and the check will be issued and held on October 20<sup>th</sup> to hand carry the day of the field trip. This also means that all headcounts and money collected will need to be finalized in enough time to enter the requisition and have it go through the approval chain before the check run deadline, typically 2-3 business days. So...

October 9<sup>th</sup> – head count final and/or money collected

October 10<sup>th</sup> – requisition entered

October 12<sup>th</sup> – PO approved

(ACCOUNT FOR THE HOLIDAY WEEKEND)

October 17<sup>th</sup> – Approved PO and documentation due to the Business Office

October 20<sup>th</sup> – check is issued and held for pickup on the business day before field trip

October 24<sup>th</sup> – FIELD TRIP DAY! YAY!

All teachers and organizing parties need to be acutely aware of the deadlines for check runs in regards to all trips that need checks the day of. Additionally, we do not pay in advance for field trips. PO's will need to be submitted to the vendor and a check will either need to be hand carried the day of, or mailed after the field trip has taken place.

Note:

Fort Worth Zoo – now only takes Mastercard as payment

Fort Worth Museum of Science & History – PO needs to be submitted to them before the trip, and then they will invoice us after once they confirm the final head count the day of; no checks will be hand carried

Most of our bounce house vendors, Film Alley Weatherford, ECHO Education usually require a deposit before hand, and a check hand carried the day of.

Legends Hospitality (AT&T Stadium) and Rangers Baseball Express (Globe Life Field) will require a copy of the check to be sent to them, along with a copy of the approved PO, before the field trip takes place; hand carry check the day of.