



Requested by _____ Date _____

Shipping to: Grade School Junior High School High School District Office

Funding Source: Grade School Junior High School High School District Office

Athletics Custodial/Maintenance Food Services Student Services

Technology

Purchase Order Request

- Please order
- Individual will order directly after PO has been approved
- Open PO

Vendor _____

Phone (if applicable) _____ Contact Person (if applicable) _____

Budget #	Account #	Item/Description	Quantity	Unit Cost	Total Cost
Shipping Cost					
Total Cost					

 Budget Supervisor Signature

 Date

Requisition Process Steps

1. **Identify Need**
 - Confirm the necessity of the item or service.
2. **Get Approval**
 - Obtain approval from the supervisor responsible for the budget.
 - Please see attached list.
3. **Find the Best Deal**
 - Research and compare options to find the best price and vendor.
4. **Fill Out Requisition**
 - Complete the requisition form including
 - Your name
 - Location
 - Vendor web address & phone
 - Budget code
 - Account number
 - Quantity
 - Item Description
 - Unit cost
 - Shipping cost
 - Total Cost
5. **Submit Requisition**
 - Turn in the requisition to the lead building secretary.
 - The Secretary reviews the requisition for completeness and accuracy.
6. **Administrative Approval**
 - Administrator signs the requisition and reviews budget codes.
7. **District Office Submission**
 - Forward the approved requisition to the District Office Fiscal Specialist.
8. **Processing Schedule**
 - Requisitions are processed every Wednesday. (Incomplete/inaccurate requisitions will be returned to program administrator)
9. **Purchase Order Creation**
 - The Fiscal Specialist creates a Purchase Order (PO) based on the approved requisition.
10. **PO Distribution**
 - The Fiscal Specialist sends the approved PO to the purchaser and the budget supervisor.
11. **Order Placement**
 - The Fiscal Specialist places the order with the vendor.
12. **Shipping Information**
 - The Fiscal Specialist forwards shipping information to the purchaser and budget supervisor.
13. **Receipt of Items**
 - The purchaser receives the items and submits the packing slips to the Fiscal Specialist.

Reminder: Important Purchasing Procedures

Please ensure that all forms are filled out completely and accurately. It is essential to follow all listed steps to facilitate a timely purchasing process. Incomplete or inaccurate submissions may lead to delays.



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