

TO: All Vendors, Contractors, etc. doing business with Collier County Public Schools (CCPS)
FR: David W. Nara, Sr. Director, Financial Services, Purchasing 
RE: **NOTICE TO VENDORS **NO PURCHASE ORDER/P-CARD NO PAYMENT POLICY****

This letter is to inform our valued suppliers, contractors and other entities doing business with Collier County Public Schools (CCPS) about its Purchasing Policy and Procedures regarding Purchase Orders and Purchasing Cards (P-Card) in place prior to shipment.

*CCPS Public Schools' Purchasing Policy requires that all orders have either a valid purchase order number assigned to the order before shipment of the product and/or before rendering any services OR a valid P-Card is utilized and charged at the time of the order PRIOR to the shipment of items or rendering of any services. There will be **no** exceptions granted to this policy. Failure to comply will result in a notice of violation, delay in payment, and/or non-approval of payment. Furthermore, continual violations will result in the disbarment of the vendor from doing business with CCPS.*

To ensure proper payment and invoicing, all vendors shall ensure:

1. All invoices are labeled with a **valid PO #**; OR are paid in full at the time of the order, if a P-Card is utilized.
2. A packing slip is required with each shipment and shall reference the PO #; OR state "P-Card Transaction".
3. Invoices that are received without a valid PO# **may not be paid** by CCPS, with the invoice being returned to the vendor/supplier.
4. Orders are not placed with a requisition #. **Requisition numbers are not valid authorization to purchase or order goods and services.**

The process for obtaining a Purchase Order is as follows:

1. CCPS employees who are authorized to order goods and services may obtain a quote or provide a website cart from the approved/awarded vendors.
2. The CCPS employee enters a REQUISITION based on the quote/cart received, obtains the appropriate administrative approvals and submits it to the Purchasing Department.
3. The Purchasing Department issues a Purchase Order (PO) based on the requisition submitted, the quote/cart, and approvals.
4. The PO is sent to the vendor/supplier.
5. The vendor delivers product(s) or performs services; limited to the scope and quantities on the Purchase Order, Contract, or Solicitation Document. **NO CHANGES, INCREASES, OR OTHER AMENDMENTS MAY BE MADE WITHOUT A PURCHASING ISSUED CHANGE ORDER/APPROVAL.** Prior approval by the Purchasing Department is required for any change orders to scope and quantities. **Do not deliver or perform above the PO unless an official change order or approval is given by the Purchasing Department.** All orders must be delivered to the appropriate CCPS location as designated by the Purchase Order and not to any other personnel or department.
6. The vendor shall generate invoices, which clearly label a PO# and remit to address and submits it to the CCPS Accounts Payable Department at accountspayable@collierschools.com.
7. CCPS will remit payment once it is confirmed with the end user that all items are received, or all services are rendered.

For further information regarding this policy, please contact the Purchasing Department with any questions, (239) 377-0047, purchasing@collierschools.com, or visit: <https://www.collierschools.com/Page/277>.