Wharton Independent School District

Purchasing Procedure

2025-2026

- **Initiation of Purchase Request**
  The campus or department secretary must prepare a purchase request that includes a valid quote from an approved vendor. This request is submitted to the appropriate administrator for initial approval.

- **Entry into Skyward**
  Upon administrator approval, the secretary will enter the purchase requisition into the Skyward system for processing.

- **Approval Routing**
  Once entered, the requisition will follow the designated approval workflow in Skyward. Each required approver must review and approve the requisition before it moves forward.

- **Finance Department Review**
  The final step in the approval chain is the Finance Department. Requisitions submitted without required supporting documentation (such as quotes) will be denied and returned with comments for correction.

- **Purchase Order Generation**
  After final approval, a Purchase Order (PO) is generated, printed, and sent to the vendor. A confirmation email, including a copy of the PO, will be sent to the originating campus or department secretary.

- **Receipt of Goods or Services**
  When the ordered items or services are received, the secretary must promptly enter the receipt of goods in the Skyward system. This step is essential to ensure that payment can be processed within **45 days** of delivery or service completion, in compliance with procurement regulations.

Accounts Payable utilizes a weekly check cycle with checks generally being issued on Fridays. At times, checks may be processed earlier or later, due to holidays, staff work schedules, or unforeseen events. The Business Office shall determine the date that vendors will be paid, so employees should not make prior commitments to vendors about check disbursements. If a check is needed for travel, please ensure the secretary entered the request two weeks prior to needing the check.

**Note: All payments are due within 45 days of receipt (Govt. Code 2251)