



TO: All Vendors

### Grand Prairie ISD Purchase Order Requirement

Obtain a purchase order FIRST before delivering any products or performing any services

Grand Prairie ISD's Purchasing Policy requires that all orders for goods and services have a purchase order number before shipment of the product and or before rendering any services. If invoices are received without a valid PO number, then internally it may be considered an illegal purchase, and the district is not obligated to pay.

A packing slip is required with each shipment of products, supplies, and equipment. Supplier packing slips and invoices must reference the purchase order number or indicate the purchase was made with a credit card. Please note that 99% of purchases are made with a purchase order.

Invoices that are received without a Purchase Order information or with the word "VERBAL" may NOT be paid by Grand Prairie ISD. Also, requisition numbers are not a valid authorization to purchase or order goods and services. The process for obtaining a Purchase Order is as follows:

1. Grand Prairie ISD employees who are authorized to order goods and services must first obtain a quote from approved/awarded vendors
2. Grand Prairie ISD employee enters a Requisition based on the quote
3. Grand Prairie ISD Purchasing Department issues a Purchase Order based on the Quote and Requisition
4. Purchase Order is sent to vendor
  - a. Grand Prairie ISD does not pay deposits or pre-payments for materials/services not received by or provided to the district. Prior approval for deposits/pre-payments must be obtained from the finance department.
  - b. Deposits or pre-payments are **not** allowed when using federal funds
5. The Vendor delivers product or performs services – limited to scope and quantities on the Purchase Order. Prior approval required for changes to scope and quantities. Do not deliver or perform above the PO scope unless you receive prior approval for the change
6. The Vendor submits Invoice, with the Purchase Order number printed on the Invoice. Invoices must not exceed the amount of the PO, unless a change was approved prior.
7. Grand Prairie ISD pays the invoice (normal NET 30) if it conforms with the PO and any changes that were approved and issued.

All orders must be delivered to the appropriate Grand Prairie ISD location on the Purchase Order and not to any other personnel or department.

Please direct questions regarding this policy to the Purchasing Department at 972-237-5515.

*Debbie Torres*

Debbie Torres, Director of Purchasing  
Grand Prairie Independent School District