

Purchase Order Procedure

1. Create a purchase requisition.
 - a. Student Activity
 - i. Use the “Student Activity Purchase Order/Expense Authorization” form.
 - ii. Complete form with date, organization, vendor’s name, vendor’s address, quantity of items, item numbers, description, unit cost, and total cost.
 - iii. Have the form signed by student officer, faculty advisor, and principal.
 - b. Budgeted Item
 - i. Use the “Purchase Requisition” form.
 - ii. Complete form with the following information:
 1. Account number
 - a. If you do not know, please consult your supervisor
 2. Vendor’s name
 3. Vendor’s address
 4. Fax number and telephone number
 5. Teacher’s name
 6. Quantity and unit of measure
 7. Stock number
 8. Description
 9. Unit price
 10. Subtotal
 11. Shipping and handling
 12. Grand total of Purchase Requisition.
 - iii. Requisition needs signed and dated by the teacher submitting requisition and building principal.
2. Submit requisition, supporting documentation (quote), ordering instructions, and/or payment instructions to the district office for approval.
3. The business office will review and check account balances.
4. Once approved by the business office a purchase order will be created.
5. At this time you will receive an email to order the item or the business office may place the order.
6. Once the order has been placed a copy of the order confirmation needs to be submitted to the district office and attached to the purchase order.

Additional Information

- If the purchase was placed on an EasyProcure School Credit Card, this process must still be followed with a receipt provided.
- All requests for reimbursement must be made within 30 days of the purchase/expense and by June 30th at the end of the year.

- The cut off for ordering during the school year will be May 31st.
- Requests for reimbursement must be

For questions or concerns, please contact Anita Munson, Business Manager,
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