

# Quick Guide: When to Complete a Purchase Order (PO) Vs. a Payment Request (PR)

Purchasing is not a "Choose Your Own Adventure" process. Use this quick guide to help decide.

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## **Purchase Order (PO)** explained in five simple terms **(main purchasing method):**

1. Order has not yet been placed (purchase still needs to be made)
2. Includes an attached cart, estimate or quote (not an invoice)
3. The district places the order once the PO is fully approved
4. Proof of delivery is sent to the Business Office to release payment to vendor
5. Vendor is paid after the items or services have been received

Examples of a PO include orders to vendors such as Staples, Quill, Oriental Trading, Lakeshore, Blick Art Materials, Amazon, All Volleyball, etc. (refer to Vendor List under Employee Tools/Business Office).

## **Payment Request (PR) Form** explained in five simple terms **(very specific & rarely used)**

1. A vendor needs to be paid
2. You have an invoice (not a quote, estimate or an invoice from an already submitted & approved PO), fee sheet or deposit request
3. Items/service already received or for an approved event or service coming up
4. Payment is issued to the vendor after the form is fully approved
5. Payment can be made to the vendor by regular check, ACH or by credit card

Examples of a Payment Request include- admission fees for an approved field trip, entry fees for an approved athletic or academic event, dues for an approved campus club, services or deposit for an approved event (such as Prom DJ), etc. **Note: If you receive an invoice from an approved PO, there is no need to fill out this form, forward invoice along with the PO# by email to: [ap@orendaeducation.org](mailto:ap@orendaeducation.org)**

***Be careful:*** staff are financially liable for payment requests/invoices that bypass the PO process. Choose wisely & do not risk placing your own order without district pre-approval or you may owe the funds directly to the vendor and may not get reimbursed.

