

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

Purchasing is not a "Choose Your Own Adventure" process. Below is some helpful guidance. Questions – check out the Business Office Reference Guide ([District website-Employee Tools/Business Office](#)), ask a friend or call/email the District Business Office.

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**Purchase Order (PO)** = is the **district's main purchasing method** and used when an order needs to be placed by the District Business Office to purchase your requested items from an **approved vendor**. Attached to the PO form is a quote/estimate or cart with item details, quantity, price and total. After a PO is complete, the employee enters the data on the [District PO Tracking Log](#) and can refer back to check status of PO.

Purchase Orders (PO's) are paper triplicate forms (white, yellow, & pink copies) and available in the front office of each school. Vendors are paid after items or services are received. Proof of delivery (pink PO copy or packing slip) must be sent to Business Office to process vendor payment (regular check, electronic ACH, or credit card).

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

**Payment Request (PR)** = is only used to request payment to a vendor for an invoice\* (not a quote or estimate) that has already been received or for an upcoming, approved event or service. In this case, you already have an invoice or fee sheet that requires payment and not previously sent in by PO. This form is located in [Frontline Central](#) and submitted electronically. Payment method to vendor include regular check, electronic ACH or credit card. **\*Note: If you receive an invoice for an approved PO, there is no need to fill out this form, forward the invoice along with PO# to [ap@orendaeducation.org](mailto:ap@orendaeducation.org)**

Common 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:** *staff are financially liable for payment requests/invoices that bypass the PO process. Choose wisely and do not risk placing your own order without district pre-approval.*

