

HOW TO CREATE A PURCHASE ORDER

1. If using a new vendor, you will need to get a copy of the company's W9 and the company's phone number. You will then need to email both to the business office before a PO can be entered.
2. Fill out a Requisition Form completing all fields at the top.
 - Company Name
 - Company Address
 - Company Phone Number
 - Staff – your name
 - Department
 - Date
3. List items to be purchased – complete all fields
4. Complete all fields at the bottom.
 - Account Name
 - Account Number
 - Date
5. Send the completed Requisition to the appropriate building secretary and they will generate a purchase order. Once the purchase order is approved the secretary will email you a copy of the purchase order.
6. Using the purchase order number, place your order. The purchase order number MUST be referenced in the order documentation.
7. When you receive your order, make sure the packing list matches what you have ordered. Send the packing slip with a copy of the purchase order to the appropriate secretary writing “ok to pay” and your signature on the purchase order. The secretary will then forward the PO, Requisition, Packing Slip, and any other documentation for the order to the Business Office.
8. If you receive an invoice, write “ok to pay” and your signature on the ORIGINAL invoice and then send it to the Business Office for payment processing.
9. If the purchase order is being issued for a reimbursement, full original receipts must be turned in with the PO to the business office.

Please Note: Checks for field trips and cash boxes must be requested 10 days prior to the event.