LENNOX SCHOOL DISTRICT
Requisition and Purchase Order Receiving Process

SITE / DEPARTMENT SUBMITS REQUISITION

APPROVAL PROCESS (QUEUES)
4 - 8 days
---> Principal/Director
Categorical, LEAP, 21st Century, LCAP
Asst. Supt. of Inst. Services

BUDGET REVIEW, CONFIRM OBJECT NUMBER & FINAL BUDGET APPROVAL BY ACCOUNTING TECHNICIAN
3 days

PURCHASING ASSISTANT IDENTIFY PROCESS OF REQUISITION - 5 to 7 days

REGULAR PURCHASE

CONFIRM PRICE

PUBLIC WORKS

PROJECT THAT REQUIRES INSTALLATION OR MODIFICATION ON PROPERTY

UNDER $25,000 –
PW CONTRACT
OVER $25,000 –
PW CONTRACT
PERFORMANCE
PAYMENT BONDS
OVER $60,000 –
PW CONTRACT
INFORMAL BID
OVER $200,000 –
FORMAL BID

FORMAL BID

FOR SINGLE PURCHASE OF:

SAME ITEM, COMMODITY OR SERVICE

OVER $99,100

FORMAL BID

FOR ANNUAL PURCHASE OF:

SAME ITEM , COMMODITY OR SERVICE

OVER $99,100

PURCHASING PRINTS & DISTRIBUTES PURCHASE ORDER TO:

VENDOR
WAREHOUSE
ACCOUNTING
PURCHASING FILE COPY

FORMAL BID

1. ASSIGN BID NUMBER FROM BID LOG
2. ESTABLISH DATES FOR:
   - REQUEST TO ADVERTISE TO BOARD
   - 1ST LEGAL AD
   - 2ND LEGAL AD
   - JOB WALK (IF NECESSARY)
   - BID OPENING
   - AWARD TO THE BOARD
3. INFORM NECESSARY PARTIES OF BID SCHEDULE
4. REQUEST SPECIFICATIONS
5. PREPARE AGENDA ITEM FOR BOARD APPROVAL TO ADVERTISE
6. PREPARE LEGAL AD
7. EMAIL LEGAL AD TO PAPER
8. PREPARE BID PACKAGE
9. PURCHASING TO POST BID PACKAGE ON WEBSITE
10. PREPARE SIGN-IN SHEET FOR JOB WALK, IF NECESSARY
11. PREPARE BID OPENING SHEET
12. OPEN BIDS
13. EVALUATE BIDS
14. PREPARE BOARD AGENDA AWARD
15. ISSUE PO OR CONTRACT

PURCHASING CONFIRMS PO RECEIPT WITH VENDOR AND GETS ESTIMATED TIME ARRIVAL (ETA)

WAREHOUSE RECEIVES PRODUCT AND DELIVERS TO SITE/DEPARTMENT. WAREHOUSE FORWARDS SIGNED YELLOW RECEIVER ATTACHED TO GREEN PO AS RECEIPT CONFIRMATION TO PURCHASING

PURCHASING AUDITS SIGNED RECEIPT DOCUMENT, GREEN PO, AND ANY OTHER BACK-UP. ORIGINALS ARE SENT TO ACCOUNTING

ACCOUNTING RECEIVES INVOICE & PAYS VENDOR