PURCHASING GUIDE

08/26/26 (revised 11/18/26)

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PURCHASING STEPS

REQUISITION
A requisition is the first step in the process of creating a purchase order
	REQUESTOR
	This is the person entering the purchase order
	
	Prior approval using a purchase order is required to make purchases
		• Obtain approval for purchase
		• **You must know your account code for this process. Contact your building principal or supervisor for your account code(s)**
		• Fill out a requisition in Skyward
		  ◦ ****USE ALL CAPS WHEN ENTERING REQUISITIONS****
		  ◦ ****MASTER DESCRIPTION – PLEASE KEEP TO 3 WORDS OR LESS****
		• Vendors must be on file and require a current Substitute **W9.** If a vendor is not active in Skyward, you must request this document from the vendor and follow the **VENDOR ADD REQUEST** process
		• See the Purchase Order Type in this guide for set up info
		• Catalog #'s must be listed on all purchase orders in the appropriate section
		• All POs must be itemized – DO NOT enter "see attached"
		• All Federal Funds require a SAMS Debarment Check – Please follow the **DEBARMENT INSTRUCTIONS** – You will go the **SAM.GOV** website
		• Must show proper sales tax
		• Freight/Shipping/Handling must be entered as a separate line item (tax must be added to freight charges)
		• All invoices are required to be emailed directly to QSD Accounts Payable at apinvoices@qsd.wednet.edu – The AP Department will then reach out for appropriate approvals.
		
		REQUISITION ENTRY – CATALOG ORDER
		REQUISITION ENTRY – CLONE A PO
		REQUISITION ENTRY – BLANKET PO
		REQUISITON ENTRY & APPROVAL

PURCHASING DEPARTMENT	**REQUISITION** First stop for requisition approval	• The purchasing department will review the requisition to verify the appropriate narratives, correct attachments, appropriate taxes, etc.
BUILDING PRINCIPAL or DEPARTMENT SUPERVISOR	**REQUISITION** Second stop for requisition approval	• Purchase orders must be approved prior to purchasing – DO NOT use a requisition to order • Building principal or Department Supervisor reviews, approves, or denies the requisition in Skyward
BUSINESS MANAGER	**REQUISITION** Final approval	• Business Manager reviews, approves, or denies the requisition in Skyward. Once the requisition has final approval a purchase order will automatically be generated in Skyward and an email approval will be sent to the requestor via Skyward

BUILDING/DEPARTMENT ADMINISTRATIVE ASSISTANT	**PURCHASE ORDER**	• Check with your Building/Department Administrative Assistant for procedures and processes after purchase orders have been approved
		• Once the PO has been batch updated at 3 PM daily, it is the responsibility of the Building/Department to place the order:
		  ◦ Emailed to vendor via Skyward – **EMAIL PO TO VENDOR IN SKYWARD** EMAILING PO'S
		  ◦ Faxed, Ordered Online, or Mailed to vendor for ordering
		  ◦ Ecommerce orders are released in Skyward - this will be done by purchasing.
		• If Grant monies are being used, forward paperwork to the DO to be completed. You will still track the PO and make any changes in the future to the PO

REQUESTOR/RECEIVING	**VERIFICATION OF SHIPMENT**	• All items must be received in Skyward. • Please see the **RECEIVING** information to know how to receive your items in Skyward. • AP will send out for approval for anything other than items via Adobe Sign.
REQUESTOR	**PO CHANGES** ***PURCHASING FORMS***	• If adjustments or changes need to be made to your purchase order, please process a PO Change to allow for the charges to be paid • Forward to apinvoices for approvals & PO adjustments • ASB purchase order must be approved by ASB • Once the adjustments have been made on the PO you will be notified by email
ACCOUNTS PAYABLE	**PAYMENT APPROVAL**	• Three-Part Match – Match quantities billed on invoice to the purchase order and pricing to the authorization to pay (either by packing slip, confirmation in Skyward with no packing slip, or on an invoice via Adobe Sign) • If you receive invoices directly – Please contact the vendor and direct them to email all invoices to apinvoices@qsd.wednet.edu
ACCOUNTS PAYABLE	**PAYMENT APPROVAL**	• K-5 – Principal ASB invoice approval • 6-12 – ASB Report approval
BUSINESS MANAGER/BOARD	**PAYMENT APPROVAL**	• Auditing officer and board approved payments
ACCOUNTS PAYABLE	**ISSUE CHECK**	• Once the audition office & the Board have approved vendor payments, checks are mailed on the last working day of the month

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PURCHASING PO GROUPS

PURCHASING PO GROUPS	PURCHASING PO GROUPS

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PAPERLESS PROCESS

PURCHASING@QSD.WEDNET.EDU	**ALL Emails – VENDOR NAME & PO # must be listed on the subject line** **Documents to Email to Purchasing:** • Vendor documents – W9 • PO Change Form • Vendor Change Form
APINVOICES@QSD.WEDNET.EDU	**ALL Emails - VENDOR NAME & PO # must be listed on the subject line** **Documents to Email to AP Invoices** • Invoices ○ Invoices must be emailed directly from the vendor to apinvoices@qsd.wednet.edu. We set the process up this way so during the Spring, Summer, and Winter breaks we do not miss any invoices. If you receive an invoice directly, please notify that vendor that the correct mailing address is to be emailed to apinvoices@qsd.wednet.edu • Credit Card Receipts (BMO, Costco, WA Trust) • Blanket PO Receipts

PAPERLESS FOR BLANKET PO's

DIGITAL RECEIPTS	Receipts sent directly from the vendors to APInvoices will be sent out to the person responsible for approval via AdobeSign

PAPER RECEIPTS	- Immediately after you purchase your item and get the paper receipts you need to sign the receipt **(DO NOT COVER THE RECEIPT/INVOICE #, DATE, OR TOTAL DOLLAR AMOUNT)** – Make sure the correct PO # is listed on the receipts/invoice, if it is not printed you will need to write it in.
	- Scan and send a copy of your signed receipt to APInvoices
	  - Do not cut your receipt, the original receipt must stay intact
	  - If your receipt is very long, be sure to change your scanner settings to accommodate for an extra-long scan
	  - No pictures, they must be scanned in a PDF format to be acceptable as an audit document
	- This should be done daily as you purchase
	- Keep original receipt on file in your building for the year. At the end of the year, you will be given the okay to dispose of them.

Below is a list of some of our regularly used blanket PO vendors and it is indicated if they send digital invoices
- If the vendor is listed on the right-hand side, you must scan and email your receipts to apinvoices@qsd.wednet.edu.

DIGITAL INVOICES		PAPER INVOICES – NEED TO BE SCANNED & EMAILED	
AG SUPPLY/ACE	PAPE	AKINS	SWIRE
CO-ENERGY	PIONEER METAL WORKS	BROSE'S	TOBIN
CULLIGAN	QUINCY HARDWARE & LUMBER	CENEX (CHS)	TRANSFER EXPRESS
EMERALD RECYCLING	QUINCY HEATING & AIR	CHINOOK MUSIC	URM
BRYSON SALES	RWC	THE FLOWER BASKET	
GREENHOUSE MEGASTORE	SCHETKY	GRANT CO SOLID WASTE	
JERRY'S AUTO SUPPLY	US FOODS	KOOY'S IRRIGATION	
HOME DEPOT	WEAVER	McGREGOR	
LES SCHWAB	WEINSTEIN	MOTORMART	
OXARC	WOODCRAFT		

** If you have a question about a vendor not listed, please email purchasing@qsd.wednet.edu.

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PURCHASE ORDER – INFO

PURCHASE ORDER	The various types of requisitions
BOARD DESCRIPTION	This is what the board sees on board reports and what shows on check stubs to vendors – Please keep this information to 3 words or less to stay within the descriptions as needed
SHIP TO	The default ship to address is your building
ATTENTION	The attention to line will default to your name if you are creating the purchase order – Please make sure to add an additional name or change it altogether if there needs to be a different approver for invoices, purchases, etc
SALES TAX	Sales tax varies from purchase order type to purchase order type – please pay close attention for when you should include sales tax and when not to If sales tax should be included and a vendor has not included it in their quote you still need to include it in your requisition – Even if a vendor does not charge tax, we are responsible to pay to the State of WA so we need to be sure to encumber those dollars.
DETAIL LINE	This is the order your detail lines should be on your requisition – Please stay in this order so that all buildings are using the same format and any required information is not missed **Within these lines you may have a narrative line or a merchandise line** **Narratives** – Narratives are used with no dollar amounts assigned to a line item, only information **Manual Narrative** – You can tab to detail line and manually enter a narrative **(Narrative)** Narrative – If there is a narrative line that is not highlighted you choose narrative and then go to the description line where you type your own information – based on the detail line information from this guide **Preset Drop-Down Narrative** – Select the preset drop-down associated with the type of requisition you are creating - Use the document with dash in front of the word – any without a dash are only to be used with prevailing wage **(Narrative) NARRATIVE** – If there is a narrative line with a blue highlight this is a preset narrative and can be selected by typing in the narrative line or using the drop-down menu **(Narrative) INSURANCE TYPE** – These are preset narratives but there are several types to choose from. You will type in INS and then choose the type that fits your requisition – If you have questions on which option to choose contact Tina or Margie To check if a vendor has current insurance information on file follow these instructions – CHECK FOR INSURANCE IN SKYWARD **INS** **(Narrative) TAXABILITY** – There is a narrative that lists if a digital good is taxable or not – Here is a small list of some that you may use: COMP, HARDW, CUST SOFT, DIGITAL AU, DIGITAL GO, PRE COMP S, PRE WRITTEN – If you are unsure which narrative to choose contact Tina or Margie **Merchandise** – This detail line is used with dollar amounts and quantities that you need to enter
ATTACHMENTS	Documents that need to be attached to your requisition per narrative instructions. If for some reason you do not have a document that is required to be attached, please enter a note (next to the attach section) – this will allow communication between all parties involved to know what you are not attaching all the proper documentation. Once your requisition has been approved and you receive the correct backup documents, you will need to attach to the purchase order by attaching it in the receiving module in Skyward.
PAYMENT APPROVAL	See Payment Approval requirements in each purchase order type
RECEIVING	When your items are delivered to your building you be responsible for checking/counting your order to confirm all items have been received. You will then need to scan your packing slip, receive in Skyward and upload the scanned packing slip. RECEIVING - ADDING A PACKING SLIP AFTER RECEIVING RECEIVING - ADDING "NO PKG SLIP" COMMENTS AFTER RECEIVED RECEIVING - DELETING A PKG SLIP FROM A RECEIVING RECORD RECEIVING - RECEIVING PROCEDURES WITH NO PACKING SLIP RECEIVING – RECEIVING PROCEDURES WITH A PACKING SLIP RECEIVING – RETURNS PROCESS RECEIVING – SCANNING A PKG SLIP TO RECEIVING

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PURCHASE ORDER TYPES

ADVERTISEMENTS

PURCHASE ORDER INFO	**One PO Per Ad** Must be itemized as they bill per week not in full Separate line for English Separate line for Spanish Legal Ads – Must use BMO and pay with a credit card to Column Wenatchee World/QVPR – requisition s/b to Wenatchee World - paid to Wicks Communication with cc by AP
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**VENDOR NAME** (if using a credit card) **BRIEF DESCRIPTION OF AD** – This is what the board sees and what goes on reports – try to keep to approximately 3 words
SHIP TO	Your building location
ATTENTION	Person who will be approving final invoice/ for all elementary schools, the Administrator must approve as well
SALES TAX	NO SALES TAX ****You will need to remember to unclick sales tax from each merchandise line****
DETAIL LINES	**(Narrative) AD** **(Merchandise)** • Description of Ad • Run Date (English or Spanish)
ATTACHMENTS	_____ PROOF OF AD _____ QUOTE – AD QUOTE
PAYMENT APPROVAL	AP TO EMAIL APPROVER
RECEIVING	NONE

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BLANKET POs

PURCHASE ORDER INFO Services should not be used with a blanket PO. Must be items that are bought on a daily, weekly, or monthly basis. Must be items that you receive an itemized receipt that includes dollar amounts and quantities.	****BE SURE TO MARK THIS AS A BLANKET PO ON THE MASTER PAGE OF THE REQUISITION**** A **blanket purchase order** to a vendor is an arrangement that authorizes designated individuals to place multiple purchases of specified materials over a defined period each fiscal year, which may include pre-negotiated terms and are within an agreed spending limit. • **Scope**: Covers recurring or predictable needs, not one-time purchases. • **Tracking:** $ amounts must be tracked by your building/department • **Limits**: Usually includes a maximum spending cap and a defined school year timeframe.
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**TYPE-LOC-DESCRIPTION** Example: BLANKET-AG-SUPP
SHIP TO	Your building location
ATTENTION	Person(s) approving receipts/invoices
SALES TAX	NO SALES TAX – Sales tax included on receipts ****You will need to remember to unclick sales tax from each merchandise line****
DETAIL LINES Make $ amount changes as needed with a PO change throughout the year.	**(Narrative) BLANKET** **(Narrative) INSURANCE TYPE** *Needed if vendor is coming onsite* **INS_** **(Merchandise)** Department/Description (specify basic description of purchase) & spending limit (one $ per year) **(Narrative)** List designated individuals allowed to buy.
ATTACHMENTS	_____ Ins listed on PO (COI/CONT/NOT/V) or (HH) attached
PAYMENT APPROVAL	AP TO EMAIL APPROVER If a vendor sends an electronic copy of the receipt – AP will send the receipt via AdobeSign for approval to pay If you receive a paper copy of the receipt you will need to write the PO # and sign the receipt (do not cover the receipt/invoice #, date or dollar amount) Scan the signed receipt and send **immediately** to apinvoices@gsd.wednet.edu – If you are unable to get a clean scan OR if you are unable to scan the receipts as 1 document (do not cut the receipt or take several scans of parts of the receipt) please deliver the receipt to the DO where will scan and then return the original for your records.
RECEIVING	NONE All blanket POs will be closed by AP at the end of the year

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CONTRACTED SERVICES

All contracted service vendors must provide a contract, if they cannot provide their own contract, a Personal Services Contract must be filled out by the Building/Department.

A contract for services is an **agreement between a business and an individual who is self-employed** wherein the business agrees to pay the individual for a limited amount of service without that individual formally becoming an employee.

CONTRACTED SERVICES INFORMATION

INDEPENDENT

TEMPORARY STAFFING

POLICE SECURITY

TRAINING/WORKSHOP

ACTIVITY/EVENT

YEARBOOK AGREEMENT

PERSONAL SERVICES CONTRACT

- Refer to new sales tax laws as of 10/1/25 https://dor.wa.gov/taxes-rates/retail-sales-tax/services-newly-subject-retail-sales-tax
- Effective July 1, 2026, there are new exclusions and exemptions: https://dor.wa.gov/forms-publications/publications-subject/special-notices/new-salesuse-tax-exemption-purchases-certain-retail-services-schools-and-libraries

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CONTRACTED SERVICES - INDEPENDENT

PURCHASE ORDER INFO - Co-op - ESD Contracts - Inspections - Interlocal Agreements - Monitoring - SRO - Tutoring Contracts	The department that is requesting the contracted service prepares the purchase order The PO is one PO for the entire school year, not one PO per invoice Your department is responsible for adjusting the purchase order & tracking dollar amounts Each contract must be on a separate PO with travel listed as a separate line item. Mileage for contracts needs to be separated out per event, per date If you need to add to the PO, please process a PO change form Email all contracts over a year in duration, as a PDF to purchasing@qsd.wednet.edu prior to entering the requisition. The contract will be entered in Skyward, and you can attach the contract in the first screen setup (not the normal attachment process) Contracts have a little different setup than normal attachments
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**TYPE-DESCRIPTION-CONTRACT #** Example: CONTRACT-TITLE I-COOP #2010-210
SHIP TO	Your building location
ATTENTION	APPROVER/PERSON TO COPY (a supervisor, manager or principal must approve services) The ATTN: line should show who can approve invoices on that PO with the Administrative Assistant as the second name (ie: Victoria Hodge/Veronica Valdez) This allows AP to get proper approval and CC the Administrative Assistant to track PO amounts from each invoice that is approved to provide enough capacity on the PO
SALES TAX	Sales Tax • https://dor.wa.gov/taxes-rates/retail-sales-tax • See DOR taxes as of Oct 1, 2025, rev July 1 2026
DETAIL LINES	**(Narrative) CONTRACTED** **(Narrative) INSURANCE TYPE** *Insurance is needed if vendor comes on site **INS** **(Merchandise)** - Contract #/Name - Year Start & End Dates **(Merchandise)** - Contract #/Name/Travel
ATTACHMENTS	_____ Contractor PSC (Superintendent Appr) _____ Board Appr (> $ 5000) _____ Letter of Agreement (for automatic renewals) _____ Debarment (federal only) _____ Ins listed on PO (COI/CONT/NOT/V) or (HH) attached
PAYMENT APPROVAL	AP TO EMAIL APPROVER
RECEIVING	NONE

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CONTRACTED SERVICES – TEMPORARY STAFFING

PURCHASE ORDER INFO Providing workers to other businesses for limited periods of time to supplement their work force and fill employment vacancies on a contract or a fee basis.	The department that is requesting the contracted service prepares the purchase order The PO is one PO for the entire school year, not one PO per invoice Your department is responsible for adjusting the purchase order & tracking dollar amounts Each contract must be on a separate PO with travel listed as a separate line item. Mileage for contracts needs to be separated out per event, per date If you need to add to the PO, please process a PO change form Email all contracts over a year in duration, as a PDF to purchasing@qsd.wednet.edu prior to entering the requisition. The contract will be entered in Skyward, and you can attach the contract in the first screen setup (not the normal attachment process) Contracts have a little different setup than normal attachments
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**TYPE-DESCRIPTION-CONTRACT #** Example: CONTRACT-TITLE I-COOP #2010-210
SHIP TO	Your building location
ATTENTION	APPROVER/PERSON TO COPY (a supervisor, manager or principal must approve services) The ATTN: line should show who can approve invoices on that PO with the Administrative Assistant as the second name (ie: Victoria Hodge/Veronica Valdez) This allows AP to get proper approval and CC the Administrative Assistant to track PO amounts from each invoice that is approved to provide enough capacity on the PO
SALES TAX	Temporary staffing services. As of July 1, 2026 – Schools qualify for an exemption* Sales Tax • https://dor.wa.gov/taxes-rates/retail-sales-tax See DOR taxes as of Oct 1, 2025, rev July 1 2026
DETAIL LINES	**(Narrative) CONT TEMP** **(Narrative) INSURANCE TYPE** *Insurance is required if vendor comes on site **INS** **(Merchandise)** - Contract #/Name - Year Start & End Dates **(Merchandise)** - Contract #/Name/Travel
ATTACHMENTS	_____ Contract or PSC (Superintendent Appr) _____ Board Appr (> $ 5000) _____ Letter of Agreement (for automatic renewals) _____ Debarment (federal only) _____ Ins listed on PO (COI/CONT/NOT/V) or (HH) attached
PAYMENT APPROVAL	AP TO EMAIL APPROVER
RECEIVING	NONE

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CONTRACTED SERVICES - POLICE SECURITY

PURCHASE ORDER INFO - Interlocal Agreement - City of Quincy (Extracurricular)	**Interlocal Agreement City of Quincy (Extracurricular)** Contact the City Policy Chief to arrange for 2 officers for police security - Date of Event - # of hours for event security (PO must be completed for 2 officers at the rate of the interlocal agreement amount) Email PO to Laura Camacho – lcamacho@quincywashington.us
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**CONTRACT-EVENT NAME**
SHIP TO	Your building location
ATTENTION	APPROVER NAME/PERSON TO COPY (a supervisor, manager or principal must approve services) The ATTN: line should show who can approve invoices on that PO with the Administrative Assistant as the second name (ie: Victoria Hodge/Veronica Valdez) This allows AP to get proper approval and CC the Administrative Assistant to track PO amounts from each invoice that is approved to provide enough capacity of the PO
SALES TAX	Sales Tax • https://dor.wa.gov/taxes-rates/retail-sales-tax • See DOR taxes as of Oct 1, 2025, rev July 1 2026
DETAIL LINES	**(Narrative) CONTRACTED** **(Narrative) INSURANCE TYPE** *Insurance is required if vendor is coming on site **INS** **(Merchandise)** - Event Name - Date - Location - Description
ATTACHMENTS	_____ Contractor PSC (Superintendent Appr) _____ Board Appr (> $ 5000) _____ Letter of Agreement (for automatic renewals) _____ Debarment (federal only) _____ Ins listed on PO (COI/CONT/NOT/V) or (HH) attached
PAYMENT APPROVAL	**AP TO EMAIL APPROVER**
RECEIVING	**NONE**

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CONTRACTED SERVICES - TRAINING / WORKSHOP

PURCHASE ORDER INFO	Onsite or Virtual
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**CONTRACT-TRAINING OR WORKSHOP NAME**
SHIP TO	Your building location
ATTENTION	APPROVER NAME/PERSON TO COPY (a supervisor, manager or principal must approve services) The ATTN: line should show who can approve invoices on that PO with the Administrative Assistant as the second name (ie: Victoria Hodge/Veronica Valdez) This allows AP to get proper approval and CC the Administrative Assistant to track PO amounts from each invoice that is approved to provide enough capacity of the PO
SALES TAX	Sales Tax • https://dor.wa.gov/taxes-rates/retail-sales-tax • See DOR taxes as of Oct 1, 2025, rev July 1 2026
DETAIL LINES	**(Narrative) CONT T/W** **(Narrative) INSURANCE TYPE** *Insurance is required if vendor is coming onsite **INS** **(Merchandise)** - Registration for individual or group name - Conference or Event Name - Virtual or Onsite Location - Event Dates - Participant List (If a big group, you can list on a separate document and attach list)
ATTACHMENTS	_____ Contractor PSC (Superintendent Appr) _____ Board Appr (> $ 5000) _____ Letter of Agreement (for automatic renewals) _____ Debarment (federal only) _____ Ins listed on PO (COI/CONT/NOT/V) or (HH) attached
PAYMENT APPROVAL	AP TO EMAIL APPROVER
RECEIVING	NONE

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CONTRACTED SERVICES - ACTIVITY / EVENT

PURCHASE ORDER INFO - Independent Contractor EX: DJ, ASSEMBLY, ETC	Onsite Parent night activity providers, senior project vendors, Christmas events, etc
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**CONTRACT-EVENT NAME**
SHIP TO	Your building location
ATTENTION	APPROVER NAME/PERSON TO COPY (a supervisor, manager or principal must approve services) The ATTN: line should show who can approve invoices on that PO with the Administrative Assistant as the second name (ie: Victoria Hodge/Veronica Valdez) This allows AP to get proper approval and CC the Administrative Assistant to track PO amounts from each invoice that is approved to provide enough capacity of the PO
SALES TAX	Sales Tax • https://dor.wa.gov/taxes-rates/retail-sales-tax • See DOR taxes as of Oct 1, 2025, rev July 1 2026
DETAIL LINES	**(Narrative) CONT A/E** **(Narrative) INSURANCE TYPE** *Insurance is required if vendor is coming onsite **INS** **(Merchandise)** - Name of Activity - Event Name - Location - Event Dates
ATTACHMENTS	_____ Contractor PSC (Superintendent Appr) _____ Board Appr (> $ 5000) _____ Letter of Agreement (for automatic renewals) _____ Debarment (federal only) _____ Ins listed on PO (COI/CONT/NOT/V) or (HH) attached _____ Meal/Snack Authorization Form (if food is served) – fill out and once approved attach to requisition **MEAL/SNACK AUTHORIZATION FORM** **CATERING FORM** _____ Participation List
PAYMENT APPROVAL	AP TO EMAIL FOR APPROVAL
RECEIVING	NONE

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CONTRACTED SERVICES - YEARBOOK AGREEMENT

PURCHASE ORDER INFO	
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**CONTRACT-SCHOOL-YEARBOOKS**
SHIP TO	Your building location
ATTENTION	YEARBOOK ADVISOR/PRINCIPAL - (a supervisor, manager or principal must approve services)
SALES TAX	YES
DETAIL LINES	**(Narrative) CONT YEARB** **(Narrative) INSURANCE TYPE** *Insurance is required if vendor is coming onsite **INS** Separate line items for each **(Merchandise)** 1st Deposit/Description **(Merchandise)** 2nd Deposit/Description (and so on if you have more deposits throughout the year) **(Merchandise)** Final Payment/Description **(Merchandise)** Estimated Overrun Charges/Description
ATTACHMENTS	_____ Contractor PSC (Superintendent Appr) _____ Board Appr (> $ 5000) _____ Letter of Agreement (for automatic renewals) _____ Debarment (federal only) _____ Ins listed on PO (COI/CONT/NOT/V) or (HH) attached
PAYMENT APPROVAL	
RECEIVING	YEARBOOKS MUST BE RECEIVED IN SKYWARD

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ECOMMERCE

PURCHASE ORDER INFO	If you are ordering from an Ecommerce vendor, please choose "Add From Online Catalog" from the new requisitions page, then follow the Ecommerce directions or for a list of Ecommerce vendors. **DIRECTIONS FOR ENTERING AN ECOMMERCE REQUISITION**
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**SUPPLIES OR CLASSROOM SUPPLIES**
SHIP TO	Your building location
ATTENTION	PERSON RECEIVING ITEMS
SALES TAX	YES
DETAIL LINES	**(Merchandise)** Description
ATTACHMENTS	_____ Debarment (federal only)
PAYMENT APPROVAL	NONE
RECEIVING	RECEIVE IN SKYWARD

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FIELD TRIP

PURCHASE ORDER INFO	
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**VENDOR NAME** (if using a credit card) **EVENT NAME** Example: PUMPKIN PATCH FIELD TRIP
SHIP TO	Your building location
ATTENTION	PERSON IN CHARGE ON FIELD TRIP/PRINCIPAL (IF USING A CREDIT CARD LIST PERSON THAT WILL MAKE THE PURCHASE) For a field trip the person in charge while on the trip must sign the invoice, then all elementary principals must approval.
SALES TAX	Sales Tax • https://dor.wa.gov/taxes-rates/retail-sales-tax • See DOR taxes as of Oct 1, 2025, rev July 1 2026
DETAIL LINES	**(Narrative) VENDOR NAME (if using a credit card)** **(Narrative) FIELD TRIP** **(Merchandise)** Event Name, Event Date, Event Location **(Merchandise)** Sales Tax – REMINDER SALES TAX MUST BE LISTED OUT AS A SEPARATE LINE ITEM FOR CREDIT CARDS ONLY **Traveler requests to take credit card on trip –add this line:** **(Narrative)** Travel CC Pick Up Date: xx/xx/xx **(Narrative)**Travel CC Return Date: xx/xx/xx
ATTACHMENTS	_____ Agenda/Itinerary (Hours/Dates) _____ Debarment (federal only) _____ Participation List (if not listed on PO) _____ Quote (shows cost)
PAYMENT APPROVAL	AP TO EMAIL THE "ATTENTION" EMPLOYEE FOR APPROVAL
RECEIVING	NONE

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FOOD VENDORS

PURCHASE ORDER INFO	• Onsite or Offsite • Delivery or Pickup Gratuity is part of the bill for small groups. The State Auditor said that leaving a gratuity is acceptable if it is not in excess or unreasonable.
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**VENDOR NAME** (if using a credit card) **EVENT NAME**
SHIP TO	Your building location
ATTENTION	PRINCIPAL or SUPERVISOR If on a field trip – person in charge while on the trip must sign the invoice, then all elementary principals must approve.
SALES TAX	Sales Tax • https://dor.wa.gov/taxes-rates/retail-sales-tax
DETAIL LINES **PER DIEM RATE MAP**	**(Narrative)** **VENDOR NAME** (if using a credit card) **(Narrative)** **FOOD VENDOR** **(Narrative)** **INSURANCE TYPE** *insurance is required if vendor is coming onsite **INS** **(Narrative)** Event Name, Event Date, Event Location **OPTION 1 - VENDOR QUOTE** **(Merchandise)** $ Amount from quote **(Merchandise)** Gratuity (if any) **(Merchandise)** Delivery charge (if any) **(Merchandise)** Sales Tax – REMINDER SALES TAX MUST BE LISTED OUT AS A SEPARATE LINE ITEM FOR CREDIT CARDS ONLY **OPTION 2 - VARIOUS VENDORS - for a team or group for an event or field trip** **(Narrative)** "Not to Exceed" NOT TO EX **(Merchandise)** Description of purchase (list each meal on a separate line - event date & which meal: breakfast, lunch, dinner) • Do not specify a per person amount (the per diem map will have county $ amounts to help figure out the allowed per person meal amount when you enter put the "NTE" amount on the requisition • This $ amount includes gratuity **Travel pick-up requests (taking card on trip): add this line** (if using a credit card) **(Narrative)** Travel CC pick up date: xx/xx/xx **(Narrative)**Travel CC return date: xx/xx/xx
ATTACHMENTS	_____ Agenda/Itinerary (Athletics – do not need for state) _____ Debarment (federal only) _____ Ins listed on PO (COI/CONT/NOT/V) or (HH) attached _____ Meal/Snack Authorization – Please complete form once approved attach to your requisition (not needed for field trips or away athletic events) **MEAL/SNACK AUTHORIZATION FORM** **CATERING FORM** _____ Participation list _____ Quote (if available)
PAYMENT APPROVAL	AP TO EMAIL THE "ATTENTION" EMPLOYEE FOR APPROVAL or IF USING A CREDIT CARD TURN IN RECEIPT FOR APPROVAL
RECEIVING	NONE

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FUNDRAISER

PURCHASE ORDER INFO	_____ On District-Wide Calendar
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**VENDOR NAME** (if using a credit card) **FUNDRAISER-EVENT NAME**
SHIP TO	Your building location
ATTENTION	PERSON RECEIVING FUNDRAISING ITEMS / PRINCIPAL or SUPERVISOR The ATTN: line should show the person receiving the fundraising items and then the principal or supervisor as the second name. This allows AP to get approval from the receiver that all items have arrived and then approval from principal or supervisor for payment on invoice.
SALES TAX	Sales Tax • https://dor.wa.gov/taxes-rates/retail-sales-tax
DETAIL LINES	**(Narrative) FUNDRAISER TYPE** **(Narrative) INSURANCE TYPE** *insurance is required if vendor is coming onsite **(Merchandise)** Description of Item – Total Sales **(Merchandise)** Description of Item – Online Sales **(Merchandise)** – Less your Profit THESE 3 MERCHANDISE LINES WILL BE TOTAL OF PURCHASE ORDER **(Merchandise)** Freight/Shipping (if any) **(Merchandise)** Sales Tax – REMINDER SALES TAX MUST BE LISTED OUT AS A SEPARATE LINE ITEM FOR CREDIT CARDS ONLY
ATTACHMENTS	FUNDRAISER ____Contract (Sales) (Superintendent Appr) ____Debarment (Fed Only) ____Fundraiser Flyer ____Gift Flyer or Gift Contract (shows gift items or rewards) ____Ins listed on PO (COI/CONT/NOT/V)/(HH) attached ____Profit $ amounts from vendor ____Quote/Order Form of items being purchased from vendor
PAYMENT APPROVAL	NONE
RECEIVING	RECEIVE IN SKYWARD

INS

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EXPLANATION OF ITEMS TO ATTACH FOR A FUNDRAISER:

FUNDRAISER
____On District-wide Calendar

____ASB Appr (HS only)

____Contract (Sales) (Superintendent Appr) - Contract can only be signed by the Superintendent. You may not have a contract if you are purchasing the items directly from the vendor.

____Debarment (Fed Only)

____Fundraiser Flyer - This is a flyer that states the information about the fundraiser.

____Gift Flyer or Gift Contract (shows gift items or rewards) - sometimes a vendor has a gift contract or they may have a gift flyer that shows what the kids will earn as rewards.

____Ins listed on PO (COI/CONT/NOT/V)/(HH) attached - Insurance is required if the vendor comes on site, only need one type of ins verification (a COI or HH, not both). If the vendor doesn't come on site, the information still needs to be listed on the requisition, please choose one.

____Profit $ amounts - Documentation that shows the amount of your profit that you will earn for this fundraiser.

____Quote/Order Form of items being purchased from vendor - this is your tally sheet of the items sold that you will be purchasing from the vendor. Sometimes the vendor will send you a quote that you can attach (do not attach an invoice).

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HOTEL

Process as a credit card requisition using BMO as the vendor

PURCHASE ORDER INFO **Bill to Address:** Quincy School District 404 1st Ave SW Quincy, WA 98848 **Folios/Invoices – Email to:** apinvoices@qsd.wednet.edu	**Reservation Name: Must be made under the individual(s) staying at the hotel/PER ROOM** Hotel Quote: - Call the hotel or go online to the hotel website to get a quote for room rate, sales tax, and any additional fees (TPA, parking, etc) Be very careful to use the hotel website, do not use a third-party website to make your reservations or to receive a quote - When making a group reservation, ask for in-house reservations or sales instead of using the reservation line – this will get you to the front desk or their accounting department - If you give your personal credit card information to a hotel to reserve a room, you risk the hotel charging your card at the of check-out – Please only use the District HOTEL credit card process to secure your hotel room(s).
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**VENDOR NAME** (if using a credit card) **CONFERENCE, EVENT, OR ATHLETIC EVENT NAME**
SHIP TO	Your building location
ATTENTION	INDIVIDUAL MAKING THE RESERVATION **A credit card authorization form is required to be filled out for the hotel when making the reservation.** **Even after booking a hotel—either by phone or online—you must complete a separate credit card authorization form. Providing the credit card number during the reservation process alone is not enough; this form is required to give the hotel permission to charge your card for your stay.** **Please ask the hotel to email you a credit card authorization form. Please fill out and send the authorization back to hotel (you will need the credit card when processing this request).** **The person making the reservation must complete this process prior to the hotel stay. Be advised that some hotels require this information weeks in advance.**
SALES TAX	**- Sales tax will be listed as a separate merchandise line in the details of the PO, see under sales tax how to look up rates** **You will need to remember to unclick sales tax from each merchandise line, including the sales tax line**
DETAIL LINES **PARKING** **MUST BE PAID USING THE REIMBURSMENT PROCESS OR WITH ADVANCE TRAVEL DO NOT CHARGE PARKING ON A CREDIT CARD**	**(Narrative)** **HOTEL NAME** **(Narrative)** **HOTEL** (if you have a group staying in the hotel – group narrative together) **(Narrative)** - Event - Event Date(s) - Hotel Address & Zip Code **(Merchandise)** Rooms for individuals per room/per night - Type of Room, Individual(s) Name or Group Name (Coach's Room or Student) for example: K room for T Olson - CI: xx/xx/xx (check-in date) CI: 09/03/26 - D: xx/xx/xx (departure) D: 09/05/26 **(Merchandise)** Sales Tax per room/per night (hotel room total x sales tax rate) - Verify the sales tax and TPA fees for your reservation **WA STATE DEPT OF REVENUE** **(Merchandise)** TPA per night/per room (if none – enter info in the notes tab)
	_____Agenda (State or Athletic events can use the WIAA info as the agenda, it is nice to match dates up to the requisition) _____Debarment (federal only) _____Quote (hotel quote or online estimate from hotel website) _____Rooming list (if not listed on PO)
PAYMENT APPROVAL	**EMAIL RECEIPT/FOLIO TO** apinvoices@qsd.wednet.edu Subject line: BMO – Hotel Name – PO #
RECEIVING	NONE

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“IT” BOOKS / DIGITAL / SERVICES

BOOK PRODUCT

DIGITAL PRODUCT

DIGITAL PRODUCT W/SERVICE AGREEMENT

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BOOK PRODUCT

PURCHASE ORDER INFO	- Used for product/digital only - Books (when received w/digital)
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**VENDOR NAME** (if using a credit card) **BRIEF DESCRIPTION**
SHIP TO	Your building location
ATTENTION	PERSON RECEIVING THE ITEMS/DIGITAL GOODS
SALES TAX	YES
DETAIL LINES	**(Narrative)** IT-BP **(Merchandise)** Description **(Narrative)** TAXABILITY **DOR WEBSITE FOR TAXABILITY INFORMATION** **(Merchandise)** Sales Tax – REMINDER SALES TAX MUST BE LISTED OUT AS A SEPARATE LINE ITEM FOR CREDIT CARDS ONLY
ATTACHMENTS	_____ Debarment (federal only) _____ Quote _____ List Taxability (as needed) below each merchandise line
PAYMENT APPROVAL	DIGITAL ONLY – AP TO EMAIL FOR APPROVAL
RECEIVING	DIGITAL ONLY – NONE ITEM – RECEIVE IN SKYWARD

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DIGITAL PRODUCT

PURCHASE ORDER INFO	- Site License - Digital License - IT Subscription - Renewals - Digital Goods (Platforms) - Ebooks – Follett
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**VENDOR NAME** (if using a credit card) **BRIEF DESCRIPTION**
SHIP TO	Your building location
ATTENTION	PERSON RECEIVING DIGITAL GOODS
SALES TAX	Sales Tax • https://dor.wa.gov/taxes-rates/retail-sales-tax • See DOR taxes as of Oct 1, 2025, rev July 1 2026
DETAIL LINES	**(Narrative) IT-DP** **(Merchandise)** Description & Service Dates **(Narrative) TAXABILITY** **(Merchandise)** Sales Tax – REMINDER SALES TAX MUST BE LISTED OUT AS A SEPARATE LINE ITEM FOR CREDIT CARDS ONLY
ATTACHMENTS	_____Debarment (federal only) _____Quote
PAYMENT APPROVAL	AP TO EMAIL "ATTENTION" EMPLOYEE FOR APPROVAL
RECEIVING	NONE

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DIGITAL PRODUCT W/SERVICE AGREEMENT

PURCHASE ORDER INFO	- Used for digital and signed documents - Site License (w/agreement) - Digital License (w/agreement) - IT Subscription (w/agreement) - Digital Goods (w/agreement) - EBooks – Follett
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**VENDOR NAME** (if using a credit card) **BRIEF DESCRIPTION**
SHIP TO	Your building location
ATTENTION	PERSON RECEIVING DIGITAL GOODS
SALES TAX	Sales Tax • https://dor.wa.gov/taxes-rates/retail-sales-tax • See DOR taxes as of Oct 1, 2025, rev July 1 2026
DETAIL LINES	**(Narrative) IT-DP/SV** **(Narrative) INSURANCE TYPE** *insurance is required if vendor is coming onsite **INS** **(Merchandise)** Description & Service Dates **(Narrative) TAXABILITY** **(Merchandise)** Sales Tax – REMINDER SALES TAX MUST BE LISTED OUT AS A SEPARATE LINE ITEM FOR CREDIT CARDS ONLY
ATTACHMENTS	_____ Debarment (federal only) _____ Ins listed on PO (COI/CONT/NOT/V) or (HH) attached _____ Quote
PAYMENT APPROVAL	AP TO EMAIL "ATTENTION" EMPLOYEE FOR APPROVAL
RECEIVING	DIGITAL ONLY – NONE

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LIBRARY

LIBRARY ORDERS

LIBRARY RECEIVING – Follett only

RECEIVING – All other library vendors

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LIBRARY ORDERS

PURCHASE ORDER INFO - DEMCO - FOLLETT - SCHOLASTIC	**If you place Follett book orders for your library, please make yourself familiar with the ordering process** **FOLLETT** – All Follett orders including class and library (not including EBooks – see IT Books/Digital/Service) - Enter as blanket PO - Email purchasing at purchasing@qsd.wednet.edu for information or help All other library vendors must be ordered as a regular requisition (not as a blanket) and must be itemized and received in Skyward showing each line item being received.
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**VENDOR NAME** (if using a credit card) **LIBRARY BOOK ORDER**
SHIP TO	Your building location
ATTENTION	LIBRARIAN NAME
SALES TAX	YES
DETAIL LINES	**(Narrative) LIBRARY** **LIBRARY REQUISITION** **(Merchandise)** Description **(Merchandise)** Sales Tax – REMINDER SALES TAX MUST BE LISTED OUT AS A SEPARATE LINE ITEM FOR CREDIT CARDS ONLY
ATTACHMENTS	_____ Debarment (federal only) _____ Quote/Order Form
PAYMENT APPROVAL	NONE
RECEIVING	UPON RECEIPT OF ITEMS – RECEIVE IN SKYWARD - Follett only **LIBRARY RECEIVING** - Receive the $ amount from your packing slip - The final packing slip with an "F" is the final packing slip for the PO and will be closed by AP UPON RECEIPT OF ITEMS – RECEIVE IN SKYWARD - All other library vendors **RECEIVING** • Please use the receiving section in this document to receive your order.

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MEMBERSHIP / DUES

PURCHASE ORDER INFO	
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**VENDOR NAME** (if using a credit card) **MEMBERSHIP OR DUE**
SHIP TO	Your building location
ATTENTION	PERSON APPROVING FINAL INVOICE
SALES TAX	NO SALES TAX **You will need to remember to unclick sales tax from each merchandise line**
DETAIL LINES	**(Narrative) MEMBERSHIP** **(Merchandise)** - Description of membership - Individual or group membership is for
ATTACHMENTS	_____ Debarment (federal only) _____ Membership / Dues form
PAYMENT APPROVAL	AP TO EMAIL "ATTENTION" EMPLOYEE FOR APPROVAL
RECEIVING	NONE

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PERISHIBLE ITEMS

PURCHASE ORDER INFO	
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**VENDOR NAME** (if using a credit card) **BRIEF DESCRIPTION**
SHIP TO	Ship to your building
ATTENTION	PERSON RECEIVING ITEMS
SALES TAX	Sales Tax • https://dor.wa.gov/taxes-rates/retail-sales-tax
DETAIL LINES	**(Merchandise)** Description **(Merchandise)** Sales Tax – REMINDER SALES TAX MUST BE LISTED OUT AS A SEPARATE LINE ITEM FOR CREDIT CARDS ONLY **Travel or Store pick-up requests (taking card on trip): add this line** (if using a credit card) **(Narrative)** Travel or Store CC pick up date: xx/xx/xx **(Narrative)**Travel or Store CC return date: xx/xx/xx
ATTACHMENTS	_____ Debarment (federal only) _____ Quote
PAYMENT APPROVAL	NONE
RECEIVING	UPON RECEIPT OF ITEMS – RECEIVE IN SKYWARD

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REGISTRATION (OFFSITE and VIRTUAL)

CONFERENCE / TRAINING / CLASS / WORKSHOP / MEETING / ENTRY – Staff & Student Club / Activities

ESD REGISTRATION (must be paid with a credit card)

WASBO REGISTRATION (must be paid with a credit card)

ATHLETIC TEAM REGISTRATION / ENTRY

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CONFERENCE / TRAINING / CLASS WORKSHOP / MEETING / ENTRY

Use for both Staff & Student Club / Activities Registrations

PURCHASE ORDER INFO	DECCA – Membership is the registration
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**VENDOR NAME** (if using a credit card) **CONFERENCE NAME or EVENT NAME**
SHIP TO	Your building location
ATTENTION	PERSON APPROVING FINAL INVOICE
SALES TAX	Sales Tax • https://dor.wa.gov/taxes-rates/retail-sales-tax • See DOR taxes as of Oct 1, 2025, rev July 1 2026
DETAIL LINES	**(Narrative) REG** **(Merchandise)** • Conference or Event Name • Virtual or Location • Event Date(s) • Individuals Attending • Description of purchases with dollar amounts • Participant List (If a big group, you can list on a separate document and attach list) **(Narrative)** Enter Taxability – Taxable - Exempt
ATTACHMENTS	_____ Agenda/Proof of Event (hours/dates) _____ Debarment (federal only) _____ Entry Flyer (shows cost) _____ Participation List (if not listed on PO) _____Sales Tax Exemption (if applicable)
PAYMENT APPROVAL	AP TO EMAIL "ATTENTION" EMPLOYEE FOR APPROVAL
RECEIVING	NONE

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ESD REGISTRATION

Process as a credit card requisition using BMO as the vendor

PURCHASE ORDER INFO	
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**VENDOR NAME (you must pay with a credit card)** **EVENT # & EVENT NAME**
SHIP TO	Your building location
ATTENTION	PERSON CHECKING OUT THE CREDIT CARD
SALES TAX	Sales Tax • https://dor.wa.gov/taxes-rates/retail-sales-tax • See DOR taxes as of Oct 1, 2025, rev July 1 2026
DETAIL LINES	**(Narrative) REG-ESD** **(Merchandise)** • Conference or Event Name & Event # • Virtual or Location • Event Date(s) • Individuals Attending • Description of purchases with dollar amounts • Participant List (If a big group, you can list on a separate document and attach list) **(Narrative)** Enter Taxability – Taxable – Exempt
ATTACHMENTS	_____ Debarment (federal only) _____ Event/Workshop Overview (cost of event / registration info page) _____Participation list (if not listed on PO) _____Sales Tax Exemption (if applicable)
PAYMENT APPROVAL	AP TO EMAIL "ATTENTION" EMPLOYEE FOR APPROVAL
RECEIVING	NONE

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WASBO REGISTRATION

Process as a credit card requisition using BMO as the vendor

PURCHASE ORDER INFO	Offsite Virtual
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**VENDOR NAME (you must pay with a credit card)** **EVENT # & EVENT NAME**
SHIP TO	Your building location
ATTENTION	PERSON CHECKING OUT THE CREDIT CARD
SALES TAX	Sales Tax • https://dor.wa.gov/taxes-rates/retail-sales-tax • See DOR taxes as of Oct 1, 2025, rev July 1 2026
DETAIL LINES	**(Narrative) REG-WASBO** **(Merchandise)** • Conference or Event Name & Event # • Virtual or Location • Event Date(s) • Individuals Attending • Description of purchases with dollar amounts • Participant List (If a big group, you can list on a separate document and attach list) **(Narrative)** Enter Taxability – Taxable - Exempt
ATTACHMENTS	_____ Debarment (federal only) _____ Event / Workshop Overview (cost of event / registration info page) _____Participation List (if not listed on PO) _____Sales Tax Exemption (if applicable)
PAYMENT APPROVAL	AP TO EMAIL "ATTENTION" EMPLOYEE FOR APPROVAL
RECEIVING	NONE

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ATHLETIC TEAM REGISTRATION / ENTRY

PURCHASE ORDER INFO	Offsite Virtual
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**VENDOR NAME** (if using a credit card) **EVENT – TEAM / GROUP**
SHIP TO	Your building location
ATTENTION	PERSON APPROVING FINAL INVOICE Athletics – must be a coach or Athletic Director
SALES TAX	NO SALES TAX **You will need to remember to unclick sales tax from each merchandise line**
DETAIL LINES	**(Narrative) REG-ATH** **(Merchandise)** • Conference or Event Name & Event #, Team/Group • Virtual or Location • Event Date(s) • Individuals Attending • Description of purchases with dollar amounts • Participant List or enter Entire Team (boys or girls) (If a big group, you can list on a separate document and attach list)
ATTACHMENTS	_____ Team Entry Flyer (must show cost)
PAYMENT APPROVAL	AP TO EMAIL "ATTENTION" EMPLOYEE FOR APPROVAL
RECEIVING	NONE

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REIMBURSEMENTS

INFORMATION	**ALL REIMBURSEMENTS MUST BE PRE-APPROVED** Reimbursements are processed through Accounts Payable not Payroll so in the event of questions you will reach out to our Accounting Department. All reimbursements are processed through Skyward/Employee access.
ADVANCE TRAVEL	**Advance Travel requests must be submitted to the District Office no later than 10 days prior to travel** You must submit both forms to apply for Advance Travel **ADVANCE TRAVEL REQUEST FORM** **ADVANCE TRAVEL REIMBURSEMENT INSTRUCTIONS** **PER DIEM RATE MAP** After you have completed your travel you are required to submit an Expense Reimbursement in Skyward within 10 days of your return date Advance Travel Claim & Reimbursement contact is x3117 mramirez@qsd.wednet.edu .
EXPENSE REIMBURSEMENT	All Expense Reimbursement claims must be submitted within 45 days of occurrence Expense Reimbursement contact is Karla Lopez Brizuela x3105 klopez@qsd.wednet.edu . **EXPENSE REIMBURSEMENT INSTRUCTIONS** **PER DIEM RATE MAP**
TUITION REIMBURSEMENT	**TUITION REIMBURSEMENT INSTRUCTIONS** **TUITION REIMBURSEMENT CONTRACT LANGUAGE**
T2T REIMBURSEMENT	All T2T Expense Reimbursement claims must be submitted within 45 days of occurrence **T2T REIMBURSEMENT INSTRUCTIONS**
MONTHLY MILEAGE REIMBURSEMENT	Monthly Mileage Reimbursement is for QSD employees whose job requires them to travel between buildings during the course of their workday – You must fill out the In-District Mileage Spreadsheet that will be sent to you, using the pre-calculated Local Mileage Travel Chart for reference **Monthly Mileage is only to be used for In-District Mileage** – If you attend a training, conference, etc out-of-district you must complete a separate Expense Reimbursement for that mileage and any other related expenses All Monthly Mileage Reimbursement claims must be submitted monthly and within 45 days from the end of each month **IN-DISTRICT MONTHLY MILEAGE REIMBURSEMENT INSTRUCTIONS** **LOCAL MILEAGE TRAVEL CHART**

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RENTALS

RENTAL (FACILITY)

RENTAL (ITEMS)

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RENTAL - FACILITY

PURCHASE ORDER INFO	- Offsite - Meeting Facility - Venue
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**VENDOR NAME** (if using a credit card) **EVENT NAME**
SHIP TO	Your building location
ATTENTION	PRINCIPAL OR SUPERVISOR
SALES TAX	Sales Tax • https://dor.wa.gov/taxes-rates/retail-sales-tax
DETAIL LINES	**(Narrative) FACILITY** **(Merchandise)** - Event Name - Event Date(s) - Location - Description
ATTACHMENTS	_____ Agenda (Hours/Dates) _____ Debarment (federal only) _____ Participation List (if not listed on PO) _____ Rental Agreement (signed)
PAYMENT APPROVAL	AP TO EMAIL FOR APPROVAL
RECEIVING	NONE

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RENTAL - ITEMS (onsite)

PURCHASE ORDER INFO	- Onsite - Per event
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**VENDOR NAME** (if using a credit card) **EVENT NAME**
SHIP TO	Your building location
ATTENTION	PRINCIPAL OR SUPERVISOR
SALES TAX	Sales Tax • https://dor.wa.gov/taxes-rates/retail-sales-tax
DETAIL LINES	**(Narrative) RENTAL *** **(Merchandise)** - Event Name - Event Date(s) - Event Location - Items Renting
ATTACHMENTS	RENTAL - ITEMS (onsite) ___Debarment (Fed only) ___Ins listed on PO (COI/CONT/NOT/V) / (HH) attached ___Rental agreement (Supt signed) - if vendor requires ___Quote (if not included in rental agreement)
PAYMENT APPROVAL	AP TO EMAIL FOR APPROVAL
RECEIVING	NONE

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RETURNS

USE THESE LINKS FOR INSTRUCTIONS IF RETURNING ITEMS AND/OR SHIPPING VIA UPS	RETURN PROCESS UPS SHIPMENT INSTRUCTIONS

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ROYALTIES / SCRIPTS

PURCHASE ORDER INFO	
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**BRIEF DESCRIPTION**
SHIP TO	Your building location
ATTENTION	PERSON RECEIVING ITEMS
SALES TAX	NO SALES TAX **You will need to remember to unclick sales tax from each merchandise line**
DETAIL LINES	**(Narrative) ROYALTY** **(Merchandise)** Description / Royalty Fee (per performance) **(Merchandise)** Description / Rental Fee (if any) **(Merchandise)** Description / Security Fee (if using a credit card to pay a security deposit please email receipt to apinvoices@qsd.wednet.edu)
ATTACHMENTS	_____ Agreement (showing costs) _____ Debarment (federal only)
PAYMENT APPROVAL	AP TO EMAIL "ATTENTION" EMPLOYEE FOR APPROVAL
RECEIVING	NONE

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SCHOOL VENDORS

SCHOOL VENDOR – FOOD

SCHOOL VENDOR – TRANSPORTATION

SCHOOL VENDOR - ITEMS

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SCHOOL VENDOR - FOOD

PURCHASE ORDER INFO - Quincy Food Service - Quincy High School – Catering - Quincy High School – Java Jacks - Quincy High School – The Hutch	Create purchase order after receiving invoice **In-House School Vendors – how to process invoices as to which funds are used (from account code to account code)** ASB to ASB – Budget Transfer (send invoice to responsible party) ASB to GF – PO & Invoice (send PO & invoice to Accounting) GF to GF – Journal Voucher (send invoice with account # to Tia Stoddard tstoddar@qsd.wednet.edu) GF to ASB – PO & Invoice (send PO & Invoice to Accounting
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	EVENT
SHIP TO	Your building location
ATTENTION	PRINCIPAL OR SUPERVISOR
SALES TAX	No
DETAIL LINES	**(Narrative) SCHOOL VEN** **(Merchandise)** - Invoice # - Date of Event - Description
ATTACHMENTS	_____ Agenda _____ Debarment (federal only) _____ Meal/Snack Authorization Form (not needed for field trips or away Athletics) **MEAL/SNACK AUTHORIZATION FORM** **QSD CATERING FORM** _____ Participation List (not needed for field trips or away Athletics)
PAYMENT APPROVAL	AP TO EMAIL "ATTENTION" EMPLOYEE FOR APPROVAL
RECEIVING	NONE

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SCHOOL VENDOR – TRANSPORTATION

PURCHASE ORDER INFO - Quincy School District - QSD Transportation	Create purchase order after receiving invoice **In-House School Vendors – how to process invoices as to which funds are used (from account code to account code)** ASB to ASB – Budget Transfer (send invoice to responsible party) ASB to GF – PO & Invoice (send PO & invoice to Accounting) GF to GF – Journal Voucher (send invoice with account # to Tia Stoddard tstoddar@qsd.wednet.edu) GF to ASB – PO & Invoice (send PO & Invoice to Accounting
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**TRANSPORTATION**
SHIP TO	Your building location
ATTENTION	SECONDARY – PERSON REQUESTING TRANSPORTATION / ELEMENTARY – PRINCIPAL or SUPERVISOR
SALES TAX	NO
DETAIL LINES	**(Narrative) SV TRANS** **(Merchandise)** - Invoice # - Date of Event - Description
ATTACHMENTS	_____ Debarment (federal only)
PAYMENT APPROVAL	AP TO EMAIL "ATTENTION" EMPLOYEE FOR APPROVAL
RECEIVING	NONE

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SCHOOL VENDOR – ITEMS

PURCHASE ORDER INFO - Quincy High School – Hippity-Hop Floral Shop - Quincy High School – Jacks Graphics - Quincy High School - Press - Quincy High School – The Hutch - Quincy High School – Skills USA Construction	Create purchase order after receiving invoice **In-House School Vendors – how to process invoices as to which funds are used (from account code to account code)** ASB to ASB – Budget Transfer (send invoice to responsible party) ASB to GF – PO & Invoice (send PO & invoice to Accounting) GF to GF – Journal Voucher (send invoice with account # to Tia Stoddard tstoddar@qsd.wednet.edu) GF to ASB – PO & Invoice (send PO & Invoice to Accounting
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**BRIEF DESCRIPTION**
SHIP TO	Your building location
ATTENTION	PERSON RECEIVING THE ITEMS/ELEMENTARY – PRINCIPAL OR SUPERVISOR
SALES TAX	No
DETAIL LINES	**(Narrative) SV ITEMS** **(Merchandise)** - Invoice # - Date of Event - Description
ATTACHMENTS	_____ Debarment (federal only)
PAYMENT APPROVAL	SECONDARY – NONE ELEMENTARY – AP TO EMAIL PRINCIPAL FOR APPROVAL
RECEIVING	PERSON RECEIVING ITEMS MUST RECEIVE ITEMS IN SKYWARD WITH "NO PKG SLIP" IN COMMENTS

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SERVICE

SERVICE - OFFSITE NOT PREVAILING WAGE

SERVICE - ONSITE NOT PREVAILING WAGE

S E R V I C E / R E P A I R S - PREVAILING WAGE

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SERVICE – OFFSITE NOT PREVAILING WAGE

PURCHASE ORDER INFO - Scale Calibration (Corell Scale, Sales NW) - Towing (Quincy Towing) - Travel/Motorcoach (A&A Motorcoach, Starline Collection)	Service work offsite. CONTACT TOM HARRIS or CASSI CALLOWAY PRIOR TO SERVICE WORK FOR CLARIFICATION ON PREVAILING WAGE.
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**BRIEF DESCRIPTION**
SHIP TO	Your building location
ATTENTION	PRINCIPAL OR SUPERVISOR
SALES TAX	YES
DETAIL LINES	**(Narrative) SERVICE** **(Merchandise)** Description
ATTACHMENTS	____Debarment (federal only) ____Ins listed on PO (COI/CONT/NOT/V) / (HH)-attached ____Quote/Order Form (shows estimated costs)
PAYMENT APPROVAL	AP TO EMAIL "ATTENTION" EMPLOYEE FOR APPROVAL
RECEIVING	NONE

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SERVICE – ONSITE NOT PREVAILING WAGE

PURCHASE ORDER INFO - Glass Repair (Al's Glass, Safelite) - Protection One	Service work onsite that doesn't fall under prevailing wage. CONTACT TOM HARRIS or CASSI CALLOWAY PRIOR TO SERVICE WORK FOR CLARIFICATION ON PREVAILING WAGE
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**BRIEF DESCRIPTION**
SHIP TO	Your building location
ATTENTION	PRINCIPAL OR SUPERVISOR
SALES TAX	YES
DETAIL LINES	**(Narrative) SERVICE RE** **(Narrative) INSURANCE TYPE** *insurance is needed if vendor is coming onsite **(Merchandise)** Description **INS**
ATTACHMENTS	_____ Debarment (federal only) _____ Ins listed on PO (COI/CONT/NOT/V) or (HH) attached _____ Quote/Order Form (shows estimated costs)
PAYMENT APPROVAL	AP TO EMAIL "ATTENTION" EMPLOYEE FOR APPROVAL
RECEIVING	NONE

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SERVICE/REPAIR - PREVAILING WAGE

PURCHASE ORDER INFO

https://lni.wa.gov/licensing-permits/public-works-projects/scopes-of-work

If you have service work that needs to be performed by an outside company, contact Tom Harris immediately – BEFORE calling the vendor in for the work

- You will need to have what location, what item, what issue and what account code you will be using for the purchase order
- Most of the service work is subject to State Prevailing Wage Laws and requires more information and handling of purchase orders

CONTACT TOM HARRIS or CASSI CALLOWAY PRIOR TO SERVICE WORK FOR CLARIFICATION ON PREVAILING WAGE

Prevailing wage applies to most physical service work that is performed in the district. If you are questioning if the job is prevailing wage, please reach out to the District Office prior to beginning a requisition or having the vendor on-site or go to the LNI website to see which jobs are "prevailing wage".

Must **have PO in place before work can begin**, as with any other purchase or service work – the purchase order MUST be completed prior to the job beginning and the vendor coming on site. The only exception is if you are calling out an established local vendor for a service call -this will be a "NOT TO EXCEED" purchase order, but you must run the verification & requisition process the same day as you call out the vendor.

PROCESS

PREVAILING WAGE STEPS 08/26/26 revised 09/08/26)

ATTACHMENTS

Narrative) PW
(Narrative) INSURANCE TYPE *insurance is required if vendor is coming onsite

INS

(Merchandise) Description

_____ Checklist & Requirements (email to vendor) (Located on shared 365 drive @ Business Services/AP/Purchasing/Prevailing Wage/Public Works checklist/Public Works Checklist & Requirements.pdf) Attach only the pdf version.	
_____ Check Contractor Status	CK CONT STATUS
_____ DOR	DOR
_____ Industrial Insurance	INDUSTRIAL INS
_____ Quote/Estimate/Awarded Contract (email to vendor-do not need if NTE)	QUOTES
_____ Purchase Requisition (AP to send for signature)	PURCHASE REQ-PR
_____ WA State Fire Marshal site (fire only)	WA STATE MARSHAL
_____ Work Order	WORK ORDER

PO CHANGE / CHANGE ORDER

REQUESTOR MUST PROCESS A PO CHANGE / CHANGE ORDER AS SPECIFIED FOR DOLLAR AMOUNT CHANGES

$0 - $5000

- If less than PO amount nothing needed (NTE only)
- If $ amount higher than PO, process a PO change form, attach backup documents and email purchasing.

$5000-$35000

- If $ amount is different (higher or lower), process a PO change form, attach backup documents and email purchasing.

$35000+

- If $ amount is different (higher or lower), process a PO change form, attach backup documents and email purchasing.

PAYMENT APPROVAL

UNDER $5000

- **PHYSICAL COMPLETION** – AP to check the L&I Portal to make sure the job has intents and affidavits approved by L&I, then will approve the project on L&I.
- **INVOICE (PAYMENT APPROVAL)** - AP TO EMAIL "ATTENTION" EMPLOYEE AND/OR ALL SUPERVISORS FOR APPROVAL

$5000 - $35,000

- **PHYSICAL COMPLETION** – AP to check the L&I Portal to make sure the job has intents and affidavits approved by L&I.
- **INVOICE (PAYMENT APPROVAL)** – AP will email invoices to the supervisor for approval to pay with a progress payment(s) and project completion invoice(s).

$35,000+

- **PHYSICAL COMPLETION** - SUPERVISOR TO RECEIVE BOARD FINAL ACCEPTANCE (Tom)
- **INVOICE (PAYMENT APPROVAL)** - AP WILL VERIFY PROJECT IS COMPLETE WITH ALL THE REQUIRED L&I INFORMATION COMPLETED ON THE LNI PORTAL, MATCH DOLLAR AMOUNTS AGAINST PO, THEN EMAIL "ATTENTION" EMPLOYEE FOR APPROVAL

RECEIVING

NONE

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SUBSCRIPTIONS (MAGAZINE)

PURCHASE ORDER INFO	Scholastic – 10% shipping & handling
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**VENDOR NAME** (if using a credit card) **SUBSCRIPTION**
SHIP TO	Your building location
ATTENTION	PERSON RECEIVING SUBSCRIPTION
SALES TAX	Magazine – Includes Sales Tax Scholastic – Includes Sales Tax Newspaper – NO SALES TAX Scholastic – Specify sales tax to the vendor
DETAIL LINES	**(Merchandise)** Description **(Merchandise)** Sales Tax – REMINDER SALES TAX MUST BE LISTED OUT AS A SEPARATE LINE ITEM FOR CREDIT CARDS ONLY
ATTACHMENTS	_____ Debarment (federal only) _____ Quote
PAYMENT APPROVAL	AP TO EMAIL "ATTENTION" EMPLOYEE FOR APPROVAL
RECEIVING	NONE

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SUPPLIES

PURCHASE ORDER INFO	If you are ordering from a Non-Ecommerce vendor, you will enter the purchase order as normal If you are ordering from an Ecommerce vendor, choose "Add From Online Catalog" from the requisition page then follow the Ecommerce directions **ECOMMERCE DIRECTIONS**
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**VENDOR NAME** (if using a credit card) **SUPPLIES or CLASSROOM SUPPLIES**
SHIP TO	Your building location
ATTENTION	PERSON RECEIVING ITEMS
SALES TAX	YES
DETAIL LINES	**(Merchandise)** Description (MUST be itemized with catalog or items numbers) **(Merchandise)** Sales Tax – REMINDER SALES TAX MUST BE LISTED OUT AS A SEPARATE LINE ITEM FOR CREDIT CARDS ONLY **Travel or Store pick-up requests (taking card on trip): add this line** (if using a credit card) **(Narrative)** Travel or Store CC pick up date: xx/xx/xx **(Narrative)**Travel or Store CC return date: xx/xx/xx
ATTACHMENTS	_____ Debarment (federal only) _____ Quote (not needed for Ecommerce orders)
PAYMENT APPROVAL	NONE
RECEIVING	RECEIVE IN SKYWARD

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TRAVEL

PURCHASE ORDER INFO	Flights Shuttle Parking *** USE THIS FORM TO ORGANIZE ALL TRIP INFORMATION FOR YOUR STAFF **TRIP INFORMATION PACKET**
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**VENDOR NAME** (if using a credit card) **CONFERENCE OR EVENT NAME**
SHIP TO	Your building location
ATTENTION	PRINCIPAL or SUPERVISOR
SALES TAX	As Needed
DETAIL LINES	**(Narrative) TRAVEL** - If you have one group going, group narrative information together **(Narrative)** - Conference or Event Name - Conference or Event Date(s) - Location **(Merchandise)** - Description - Individual(s) travelling (or attach a participation list for a big group) **Travel or Store pick-up requests (taking card on trip): add this line** (if using a credit card) **(Narrative)** Travel or Store CC pick up date: xx/xx/xx **(Narrative)**Travel or Store CC return date: xx/xx/xx
ATTACHMENTS	_____ Agenda / Itinerary _____ Debarment (federal only) _____ Participation List (if not listed on PO) _____ Quote (shows cost) or Fee Schedule (ferry trip only) **WA STATE FERRIES – SCHOOL GROUP INFORMATION**
PAYMENT APPROVAL	AP TO EMAIL "ATTENTION" EMPLOYEE FOR APPROVAL
RECEIVING	NONE

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YEARLY POs

PURCHASE ORDER INFO Purchase orders that you use the Entire year that do not fall under Blanket PO guidelines. Make changes as needed with a PO Change Form through the year and close at the end of the year.	**AGREEMENT/OPERATIONAL FEES** - Office Space - Postage Meter (FP Mailing / BMO) - Copiers (cost/copy) - Postage Maintenance (APS) **COLLEGES** - Big Bend Community College - Central WA University - Eastern WA University - WA State Board for Community - Wenatchee Valley College **SERVICE – (Administrative, Compliance, Professional, Testing, Preventative - not repairs/not fixing damage)** - ACH (Cashmere Valley Bank) - Abstracts (DOL) - Auditors (State of WA) - CC Trans Fee (Int Reg Sys / InTouch) - Couriers (A2Z) - Fingerprinting - Food Handler's Certificate (GCHD) - Email apruneda@granthealth.org & purchasing a student list) - Inspections, Certificates (Dept of LNI) - Legal (Foster, Perkins, Stevens Clay) - Music Licensing (ASCAP, BMI) - Political Subdivision (WA State MWBE – every 2 years) - Ref Fees (WOA) - Right Response (USIP) - Taxes (Property Tax - Grant County Treasurer, Taxes - WA State DOR) - Testing (Confluence, QCL, ESD112) **UTILITIES - ongoing operational** - Electricity (PUD) - Internet (IFiber, Localtel) - Irrigation (Quincy/Columbia Basin Irrigation) - Natural Gas (Cascade Natural Gas) - Phone (Ziply, Verizon) - Shred (CI Management) - Storage Unit (Quincy Mini Storage) - Water/Sewer/Garbage (City of Quincy, City of George)
BOARD DESCRIPTION This is what the board sees and is on reports – try to keep to approximately 3 words or less.	**VENDOR NAME** (if using a credit card) **YEARLY-LOC-DESCRIPTION**
SHIP TO	Your building location
ATTENTION	PERSON APPROVING INVOICES (as needed)
SALES TAX	As needed
DETAIL LINES	**(Narrative)** YEARLY **(Narrative)** Type of Yearly PO choose from AGREEMENT, CREDIT CARD, SERVICE, TAXES, UTILITIES **(Narrative)** INSURANCE TYPE *insurance is required if vendor is coming onsite **INS** **(Merchandise)** Description
ATTACHMENTS	AS NEEDED
PAYMENT APPROVAL	AP TO EMAIL APPROVER – AS NEEDED
RECEIVING	NONE

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VENDOR INFORMATION

VENDOR ADD REQUEST	**Requestor**
	• Check to see if the vendor is active in Skyward Path: FM/Vendors/VB
	• If the vendor is inactive, you will need to request a Substitute W9 from the vendor. Please ask vendor to complete our substitute W9 as this form contains contact information and ensures we get the correct remit to address for payment.
	  • Enter vendor request in Skyward – This will allow you to receive an email once the vendor has been added.
	  • Click Request New Vendor for Approval button (top right-hand side of screen).
	  • Enter the new vendor's name in the 1st name drop-down list and select the Click Here When Name Is Fully Entered button.
	  • If a similar name appears in the "Similar Names-Businesses" section below, determine if the vendor is an existing vendor or a new vendor.
	  • If it is a new vendor, select the Submit Entered Name for Vendor Approval button.
	  • If the vendor already exists, click the Cancel Request button
	  • You DO NOT need to enter any other information about this vendor, just click Continue Request throughout the request until you hit Save
	  • Click OK to the pop-up message
	Purchasing - The vendor should return the completed Substitute W9 to purchasing@qsd.wednet.edu
	• Once that form has been received, AP will confirm the vendor's TIN (Taxpayer Identification Number) or SS# with the IRS.
	• AP will enter the vendor information in your vendor add request in Skyward once this information is verified.
	• An emailed response is sent to the requestor to inform them of the vendor they requested was added to Skyward (if you followed the Vendor Add instructions.
	• Washington Vendors – All WA vendors will be under the search as WA space (for example – WASBO – WA Association of School Business Officials will be listed under WA Assoc of School……)

VENDOR CROSS REFERENCE	**VENDOR CROSS REFERENCE LIST**
W9	**SUBSTITUTE W9** • If you are adding a new vendor this is a form that we require • We will request an updated W9 if the vendor has one on file that is more than 2 years old • The substitute W9 will be used in place of a W9 so that we receive remit to information.
VENDOR PAYMENTS	To search to see if a vendor was paid for an invoice, following the vendor payments instructions.
EMAILING PO'S	If a vendor is set up to have a po emailed to them for ordering, please follow the emailing po instructions.
VARIOUS VENDORS REQ & PAYMENT - Grant County Health District–Food Handlers	We have different vendors that require specific requisition & payment processing. Please look at this document for this information.
VENDOR NAME CHANGES	If you have a vendor name change, please process a po change.

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ASB DOCUMENTS

ASB PROCEDURES & BEST PRACTICES MANUAL	ASB PROCEDURES & BEST PRACTICES MANUAL
HB 1660 RESOURCES	HB 1660 RESOURCES
FUNDRAISING GUIDELINES	FUNDRAISING GUIDELINES
CHECKOFF LIST	FUNDRAISING CHECKOFF LIST
ASB ACTIVITY PROPOSAL / FUNDRAISING FORM	ASB ACTIVITY PROPOSAL.pdf

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PURCHASING FORMS

ADVANCE TRAVEL	ADVANCE TRAVEL REQUEST FORM ADVANCE TRAVEL REIMBURSEMENT INSTRUCTIONS PER DIEM MAP
REIMBURSEMENT PRE-APPROVAL FORM	REIMBURSEMENT PRE-APPROVAL FORM
CELL PHONES / HOT SPOTS	CELL PHONE/HOT SPOT REQUEST/RETURN FORM
CHECK REQUESTS	CHECK REQUEST DO POSTAGE CHECK REQUEST QHS POSTAGE CHECK REQUEST QMS POSTAGE CHECK REQUEST
FUNDRAISER CHECKOFF LIST	FUNDRAISER CHECKOFF LIST
MEAL/SNACK AUTHORIZATION FORM	MEAL/SNACK AUTHORIZATION FORM QSD CATERING FORM
PO CHANGE FORMS	PO CHANGE FORM Open the form on your desktop where you can fill in your information. Then save a copy of a file on your computer. Email the completed form to purchasing@qsd.wednet.edu where it will be sent to the appropriate person for approval via AdobeSign. Once the change form has been adjusted in Skyward, you will receive an email confirmation of the adjustment.
PERSONAL SERVICES CONTRACT	PERSONAL SERVICES CONTRACT
TRIP PACKET	TRIP INFORMATION PACKET
HOLD HARMLESS	HOLD HARMLESS FORM
END OF THE YEAR CHECKLIST	END OF THE YEAR CHECKLIST

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TRAINING VIDEOS

	ADDING A NEW VENDOR IN SKYWARD IN-DISTRICT MONTHLY MILEAGE REIMBURSEMENT BUDGET TRANSFER DEBARMENT INSTRUCTIONS EMAILING PO VIA SKYWARD NARRATIVES PURCHASING GUIDE INFO SETTING UP EMAIL FOLDER FOR ADOBE SIGN

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ADDITIONAL INFORMATION

CREDIT CARDS

PURCHASE ORDER INFO
- BMO/MasterCard
- WA Trust (Costco)

Credit card purchases can be made at the District Office for your convenience. If you take a card back to your building, we would like the card returned within 2 hours to ensure that it is available for the next users. Exceptions may be in-store purchases where the purchaser (who MUST be listed on the PO) may check out a card to take a card with them to the store.

Follow the Purchasing Type to create your requisition.

MEMORANDUM OF UNDERSTANDING – A MOU is required to be signed annually by everyone using a credit card – Purchasing will email this document to you prior to approving your credit card requisition

Once the PO is approved, the requestor will be notified – If someone other than the requestor is picking up the CC, the Admin Asst will need to advise them that the PO was approved, and they can go to the DO the following day (POs are batch updated after 3:00 pm daily) to make their purchase or pick up the card for a store purchase or travel card request

RECEIPTS must be itemized
- Credit card purchases with one receipt total must produce an itemized receipt
- Gratuity is part of the bill for small groups. The State Auditor said that leaving a gratuity is acceptable if it is not in excess or not reasonable

Email receipts to apinvoices@qsd.wednet.edu if you picked the card up at the District Office OR email to the individual you picked the card up from

- Subject Line: BMO/WA Trust – Name of Vendor - $ Amount OR SIGNATURE ON WITH RETURN OF RECEIPT

CELL PHONES / HOT SPOTS

CELL PHONE/HOT SPOT REQUEST/RETURN FORM

- Any changes, requests, or return of cell phones or hot spots, you must fill out a form and email to apinvoices
- Purchasing to initiate IT HELP DESK TICKET – do not email to Shawn, initiate a ticket & attach this form.
- Purchasing will send out for approvals; you do not need to have signatures prior to sending the document to AP
- Shawn to contact Verizon (notification sent to AP – AP can change names with Verizon).
- AP add/remove from existing po using the provided account code.
- AP pull debarment is using federal funds.

COPIERS

COPIER METER READINGS	Submit an email of your meter readings to apinvoices@qsd.wednet.edu at the same time you are asked by the copier vendor to submit the reading.
COPIER PROCESS	
COPIER CHOICES	Copier Brochures & Pricing Sheets **COPIER CHOICES**
COPIER PURCHASE SELECTION FORM	**COPIER PURCHASE SELECTION FORM**

SHRED

SHRED SERVICE
CI MANAGEMENT

SHRED BIN LOCATIONS
- District Office (district-wide use)
- High School, Middle School, Monument, & ALE - These buildings have elected to pay for their own bin fees for dumping throughout the year, please do not use these bins unless you are in that building.

SHRED BIN INFORMATION
- The bins are clean garbage style bins that are grey/blue with a slot on top for dumping.
- No metal is allowed – You cannot put notebook binders in these bins; however, you will be able to put the wire bound teachers planning books in the bins.
- These bins are there to use during the school year so at the end of the year it is not so crazy with everyone dumping
- Put in a Work Order to request Maintenance to move your shred boxes (please forward this work order with an account code to apinvoices@qsd.wednet.edu just as you do for paper orders).
- There is an extra charge for all boxes left for dumping by the bins, please clearly mark SHRED on the outside of the bin so that the shred company knows to shred what is inside of that box.
- Please forward the work order (like you do for the paper) to apinvoices@qsd.wednet.edu, a PO will need to be created by AP to charge this amount back to your building.
- A couple of months prior to the end of the year if you believe your building will have extra dumping boxes. It takes at least a month to schedule shred bins – If you do not give enough notice you will need to wait until the beginning of the next school year.
- It is your responsibility to dump your own shred items.

SHRED CALENDARS – Tina will share shred calendars with the Admin & Admin Assistants at the beginning of the year.

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INTEROFFICE MAIL

INTEROFFICE MAIL LABELS

- An efficient way to move mail from building to building is to use the interoffice envelopes. You can purchase your own clear poly string envelopes and use the labels created for your building
- Item #869901 - Clear Poly String Envelopes can be found on Ecommerce vendor ODP

ALE
GEORGE
MONUMENT
MT VIEW
PIONEER
QHS – CTE
QHS
QMS
QIA
SS

POSTAGE

POSTAGE MACHINE

- Order postage machine supplies through APS Inc ONLY
- Accounts are set up for each building at the District Office postage machine, if you need your code to access the machine contact Mariana Ramirez at mramirez@qsd.wednet.edu.

POSTBASE MANUAL

POSTAGE ENVELOPES

KCDA – CUSTOMIZED ENVELOPES – Order on a separate PO, not with a supplies order, not through Ecommerce
KCDA.com website
Awarded Contract
Sort by category
Customized Envelopes
Under Customized Printed Material click Cenveo
From here choose what size envelope and it will take you to a price chart
Contact KCDA rep (listed) with your return address information in a PDF file

REPORTS

REPORTS

These links will give you instructions on how to access the reports and change information needed to fit your location

ITEMS NOT RECEIVED REPORT
OPEN PO STATUS REPORT
PO AMOUNTS SPENT FOR THE YEAR REPORT

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