

## Procedure For Ordering Merchandise

### When ordering:

- A) Locate the item(s) to be purchased from a vendor (i.e. catalog, Internet, local retailer, etc).
- B) **Complete a Purchase Order (see attached example)**
1. Purchase Order must include:
    - a. Vendor's complete address
    - b. Vendor's fax number
    - c. Location item(s) is to be shipped (your campus address)

Elementary School:	#4 Grove Circle
Middle School	#18 Eagle Drive
High School	#10 Leslie King Drive
    - d. To whom the item(s) will be shipped
    - e. Quantity you wish to purchase
    - f. Description of item ( part number, size, color, ISBN #, etc.)
    - g. Cost per unit
    - h. Total amount for item(s)
    - i. Tax - estimate tax based on 7.5%
    - j. Shipping - estimate shipping & handling based on 7.5%  
If shipping is free, indicate that.
    - k. Calculate total amount
    - l. Indicate source of Fund/Grant that will be paying for the item(s)  
(i.e. classroom supplies, Pathwise, special grant, district fund, activity fund)  
If you are uncertain, ask your Principal.
- C) Submit Purchase Order to your campus secretary for Principal approval.  
Keep copies of everything you submit for future reference. Only the approved PO will be returned to you. All supporting documentation will be retained by accounting.
- Upon Principal approval, your campus secretary will assign it a PO number and
- D) return it to you for ordering.
- If PO requires a district PO number, it will be forwarded to the Central Office for
- E) Superintendent's approval and number assignment.
- F) Once number is assigned, a copy of the approved PO will be returned to you.  
You may then place the order. The Accounting Office does NOT place the order for you.
- G) Once you have ordered the item(s) retain a copy of the PO for your records.
- H) **All invoices must be SIGNED & DATED by purchaser before payment will be made.**

### Things to avoid when purchasing merchandise:

1. Calling the Central Office to obtain a "verbal" purchase order number.
2. Assume you will be reimbursed for unapproved expenses.
3. Ordering item(s) before acquiring an approved purchase order.