

PURCHASE ORDERS and payment for goods and services

The district requires that a Purchase Order be issued for all purchases.

Supplies are to be requested through building administrators and are then entered into the purchasing system by building secretaries.

NO orders will be placed by phone. Purchase orders will be faxed or mailed directly from the Human Resource Center. If at all possible orders are faxed to expedite delivery as well as to save postage costs, so be sure the fax number is on your request if you have it.

Two copies of the purchase order will be returned to the building. The pink copy is the retention copy for the building. The gold copy is to be sent to Accounts Payable as indication that the order is complete after all items are received.

RECEIPT OF GOODS

No payment of goods can be made until receipt of goods is acknowledged.

Please check your order against the packing slip when you receive it and then return all packing slips to the building secretary. Let her know if the order is complete or items are back-ordered. She will then forward the appropriate paperwork to Accounts Payable. If you did not get a packing slip please note receipt on purchase order copy or some other written form and give to building secretary. Please do not just tell her that you received something. Building secretaries are very busy people and normally cannot stop what they are doing to jot down a note that something was received.

PAYMENT FOR GOODS

Accounts payable will match all delivery receipts with invoices so payment can be made.

Payments are issued for board meeting approval and checks are usually put in the mail the following day.

SALES TAX

PLEASE NOTE: Bangor Township Schools is the tax-exempt entity, not individual school buildings. The tax exemption applies only to items the district keeps or uses. **Taxable items sold to individuals – including students—are not tax exempt and tax needs to be billed on the invoice and collected from the purchaser.**

REQUESTs FOR CHECKS

Checks for utility bills, athletic officials and activity account expenditures are normally written on a weekly basis during the school year—usually on Thursday. There are occasions, however, that the weekly run may be done a day or two early. Please plan accordingly and get requests in (through building secretaries and administrators) on a timely basis. Calling and saying a check is needed that day or the next may mean no check can be received in time.