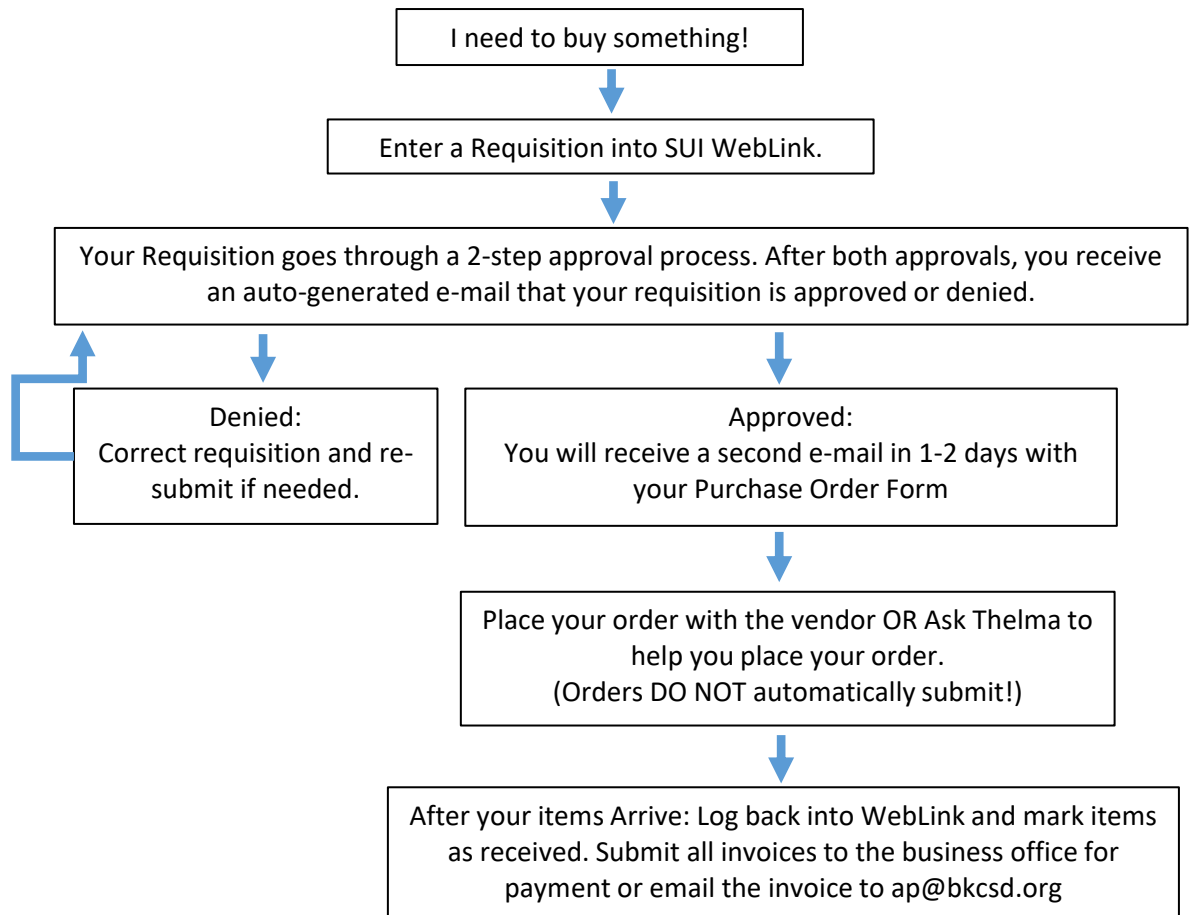


ORDERING FLOWCHART



Helps and Hints:

[!] If ordering from a vendor with fluctuating prices (Amazon, Online retailers), enter your requisition for 10% more than the current price. Then, if the price increases, you won't need to submit a new requisition for the increase.

[!] Plan ahead! You will not be allowed to place orders or check out credit cards without a fully approved purchase order. Any orders placed without a P.O. are the responsibility of the person placing the order.

[!] Remember to add shipping costs to your order

[!] Do not make any credit card payments for sales tax! Purchaser is responsible for tax!

[!] When using a credit card for travel - be sure to get the credit card receipt AND the itemized receipt. Credit cards can be checked out from Thelma at the district office.

[!] Credit Card Vendor name is "VISACARD".