

Need To Purchase Something?

ACTIVITY PO *PO to Admin by NOON on MONDAY = Check by FRIDAY

I need approval to make a purchase.

REGULAR PO

Step 1:

- ___ Mark Regular PO
 - ___ Enter Activity Account
 - ___ Enter Purpose of Expenditure
 - ___ Enter Date of Activity if Applicable
 - ___ Enter Vendor/Payee
 - ___ Enter Address of Vendor/Payee
 - ___ Enter Estimated Amount of Expense /Description
(Attach any quotes/pre-orders, etc.)
 - ___ Obtain Club Officer's Signature if Applicable
 - ___ Obtain Sponsor's Signature if Applicable
 - ___ Obtain Principal's Signature or AD's if Athletics
 - ___ Obtain PO# (unless Athletics – Admin will Assign)
 - ___ Send to Admin Office
- Step 2:
- ___ Mr. White Approves/Rejects or PO Assigned to Athletics
 - ___ PO Returned to Person Requesting
- Step 3:
- ___ Item is Ordered/Purchased
- Step 4:
- ___ After Item Arrives Attach Signed Packing Slip if Available
 - ___ Attach Signed Receipt or Invoice
 - ___ Return All Paperwork to Admin Office for Payment

I have already purchased something.

CONFIRMING PO

Step 1:

- ___ Mark Confirming PO
 - ___ Enter Activity Account
 - ___ Enter Purpose of Expenditure
 - ___ Enter Date of Activity if Applicable
 - ___ Enter Vendor/Payee
 - ___ Enter Address of Vendor/Payee
 - ___ Enter Estimated Amount of Expense/Description
(Attach any quotes/pre-orders, etc.)
 - ___ Obtain Club Officer's Signature if Applicable
 - ___ Obtain Sponsor's Signature if Applicable
 - ___ Obtain Principal's Signature or AD's if Athletics
 - ___ Obtain PO# (unless Athletics – Admin will Assign)
 - ___ Attach Signed Packing Slip if Available
 - ___ Attach Signed Receipt or Invoice
 - ___ Return All Paperwork to Admin Office
- Step 2:
- ___ Mr. White Approves/Rejects (ATHLETIC PO# assigned)
 - ___ Payment Made

I need money or check in advance to make a purchase. (Activity Meals)

ADVANCED PO

Step 1:

- ___ Mark Advanced PO
 - ___ Enter Activity Account
 - ___ Enter Purpose of Expenditure
 - ___ Enter Date of Activity if Applicable
 - ___ Enter Vendor/Payee
 - ___ Enter Address of Vendor/Payee
 - ___ Enter Estimated Amount of Expense /Description
(Attach any quotes/pre-orders, etc.)
 - ___ Obtain Club Officer's Signature if Applicable
 - ___ Obtain Sponsor's Signature if Applicable
 - ___ Obtain Principal's Signature or AD's if Athletics
 - ___ Obtain PO# (unless Athletics – Admin will Assign)
 - ___ Send to Admin Office
- Step 2:
- ___ Mr. White Approves/Rejects or ATHLETIC PO# assigned
 - ___ If Approved, Check Written and Returned to Sponsor/Principal
- Step 3:
- ___ Sponsor/Principal Returns Signed Receipt/Invoice
 - ___ Equaling Exact Amount of Check
 - ___ If Money Dispersed to Students, Attach Form with Student Signatures Equaling Exact Amount of Check
 - ___ Return Any Unused Money with Recap Form