Purchasing Process

1. Complete a purchase order form. I will email you an electronic copy upon request. Please include shipping and handling. Please include fax, phone numbers, email address.
* In the “Ship to” area – please type your name, grade and or class
* Comparison Shop
* If you are ordering a book series, workbooks, etc. please contact the publishing company (see attached) about cost and shipping.
* School has an Amazon account.
* We will not typically buy an auction item (ebay or amazon)
* Please note if looking for books on Amazon, that the quantity you need is available from one place.
* A note about online purchasing, please include as much info as possible. If they will not take a PO, the Superintendent will use her discretion in ordering.
* If the product is available only by using schools credit card, the purchase will be made at the

Superintendent’s discretion.

1. Your building principal must approve the purchase order. If it is something for coaching, Mr. Fink the Athletic Director must approve.
2. Send purchase order to the district office for the Superintendents approval. I will fax, email or call order in for you. If I have any questions I will contact you for further information.
3. I will send you a PINK copy of the PO – upon completion of ordering.
4. Once you have rec’d item/items you will receive an invoice in the interoffice mail. If all is o.k. with the order, you need to o.k, sign and date the invoice and return to me ASAP. The school district pays bills once a month, so it is important that bills are turned into me in a timely manner.
5. If there is a problem with the order please let me know.

**SOMETIMES INVOICES ARE INCLUDED IN YOUR ORDER – PLEASE BE AWARE.**

**Composite Purchasing Form – Summary Form-**

In the spring when you are working on orders for the following year, you will be asked to complete an Instructional Purchase Order Summary. This is a cover sheet to all your PO’s. This should be completed with total dollar amounts for your grade level or class – i.e. Social Studies Dept., Science Dept., and English Dept.

Charging at local businesses

1. You must have your building principal’s (or AD’s if applicable) prior approval to charging at local businesses. Attach the slip to a combined claim and verification form – please complete the form and sign it along with your principal’s signature. If the item(s) are over $100.00 you must complete a PO prior to shopping.
2. IF YOU SEND A STUDENT TO PURCHASE SOMETHING FOR YOU – THE SAME PROCEDURES MUST BE FOLLOWED. **IT IS YOUR RESPONSIBILITY TO COLLECT THE CHARGE SLIP FROM THE STUDENT!**

**Book ordering information**

**Matt Braska**

Account Executive MN

**Houghton Mifflin Harcourt**

1900 S. Batavia Ave

Geveva, IL 60134

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