

Purchase Order Procedures

No expenditure of funds can be made without a Purchase Order Number as required by Ohio Revised Code 5705.41. If a purchase is made prior to obtaining a purchase order the school is not responsible for payment. The payment may then become your responsibility. Please adhere to the following purchasing procedures:

- 1.) Complete a requisition with all the necessary information which includes:
 - a. The date, vendor name and address, quantity, unit code if necessary, description, unit price and total price.
 - b. Code (General Supplies – Principal will complete or inform teachers of coding, Activities – Advisor will complete)
 - c. Please list any additional information in the description area.
Example – If you are going on a professional leave and will need to pick up the hotel check, please list the date you will need to pick up the check.
 - d. Complete the bottom portion by listing what the following order is needed for, delivery to and at, your name, title and date.
 - e. **At least one week should be allowed for approval of the requisition and issuance of a Purchase Order.**
- 2.) Submit the completed requisition to your Building Principal for his/her approval.
- 3.) The Building Principal will submit it to the appropriate Coordinator or the Superintendent for approval.
- 4.) Board Policy acknowledges the Superintendent as the District Purchasing Agent. Therefore, no purchase can be authorized without his approval. Once the Superintendent approves the requisition, it is submitted to the Treasurer.
- 5.) The Treasurer certifies that funds are available under the current appropriations approved by the Board of Education.
- 6.) If funds are certified a purchase order is issued.
- 7.) The Treasurer's Assistant will mail or fax the order if appropriate (on-line orders or orders that need to be called in will be sent back to the employee that submitted the requisition for ordering).
- 8.) The Treasurer's Assistant will forward the green and pink copy of the purchase order to the employee that submitted the requisition. (A white copy will also be sent if order is to be placed on-line or called in.)
- 9.) Once your order is received, the green copy of the purchase order with the ***Verification of Receipt of Goods*** needs to be completed and sent to the Treasurer's Assistant along with any packing slip.
- 10.) Payment will be made to the Vendor once ***Verification of Receipt of Goods*** is received.

If you have any questions concerning these procedures, please do not hesitate to contact the Treasurer's Office.