

Purchase Order requisition process from beginning to end:

- Your school or department needs something – books, supplies, conference registration, magazine subscription, etc. A request for the needed items or services is submitted to the principal or administrator.
- The Principal or administrator assesses the need, reviews his budget, and approves or denies the purchase.
- If the purchase is approved, the school or department secretary creates a requisition in SkyWard and submits it for approval. (Any necessary supporting documents such as lists of items, contracts or registration forms should be forwarded to Purchasing.)
- The Purchasing Manager and District Accountant review the requisition to ensure the purchase complies with district policy and to verify account code accuracy/budget capacity.
- Purchasing then prints the PO created from the requisition.
- The vendor receives white copy of the PO and copies of any lists or contracts. This is the vendor's authorization to ship products or provide services and promises payment upon completion.
- The Purchasing department files a yellow copy of the PO and copies of any supporting documents.
- Accounts Payable (A/P) receives a goldenrod copy of the PO for their files.
- If the requisition becomes a PO to be kept open and purchased from all year (Open PO), the school/department receives the pink (receiving) and blue (file) copies of the PO. At the end of the year, the pink (receiving) copy is forwarded to A/P with authorization to close the PO.
- If the requisition becomes a PO for a one time purchase, to be shipped to the district, the pink (receiving) copy of the PO is forwarded to the Warehouse; the blue (file) copy is forwarded to the school/department. When the product is received by the Warehouse, the pink copy of the PO is cleared and forwarded to A/P with copies of the packing slip.
- If the PO is for a service or workshop, etc, the pink (receiving) copy of the PO is forwarded to the school/department with the blue (file) copy of the PO. When the service or workshop, etc, is completed, the school/department clears the pink copy of the PO and forwards it to A/P along with any invoices received.
- When Accounts Payable receives the cleared pink (receiving) copy of the PO from either the Warehouse or the school/department, it serves as notice that all items or services have been received and authorizes A/P to pay the vendor and close the PO. In addition to the cleared pink copy of the PO, A/P requires an invoice from the vendor in order to create payment. Vendor receives payment.