

## 7.13F2 -- REQUISITION/PURCHASE ORDER SYSTEM

- A school site needs to order an item such as a supply.
- The secretary enters the supply in Finance Plus as a requisition. The system will not allow her to complete the process if there is not any money in that budget.
- If money needs to be transferred to that budget the principal will complete a budget transfer form. This form is submitted for approval just like a requisition. All transfer forms will be kept at the administration office by location with the original budget for that school.
- Once the requisition is entered the secretary will print out the requisition.
- The principal approves the requisition with his/her signature.
- The requisition is then sent to the appropriate person for approval. (Mrs. Brody-Elementary, Pathwise; Mr. Myers-Secondary, Maintenance; Dr. Tommey-Technology; Mrs. Robbins-Title I; Mrs. Atwell-Workforce Ed) If it is for activity funds it goes directly to Kay.
- After the requisition is approved it is sent to Kay who will convert the requisition to a purchase order (5 part form) after checking for the correct budget unit.
- 5 copies of purchase order are to be used as follows:
  - White copy is sent to the vendor upon purchase. Employees may purchase ONLY after receiving a hard copy(ies) of the purchase order.
  - Goldenrod copy is sent to the school and returned to the finance office when items have been received (evidence of receipt)
  - Blue copy is sent to school to keep on file
  - Yellow copy is kept with requisition
  - Pink copy is filed in numerical order
- The invoice is sent to the administration office along with the goldenrod copy of the purchase order. Kay will then compare the invoice to the yellow copy & the goldenrod copy for receipt for partial or final payment.
- The invoice & purchase orders are then sent to Stacey who will enter the invoice and write checks. Checks are processed daily.
- Once the checks are written a copy will be filed in numerical order by check number with the invoice, the golden rod copy & the yellow copy. All the paperwork will be together in one place.
- All travel reimbursements will be paid on purchase orders as well.
- All monthly utilities, phone bills etc will be purchased with an open purchase order each year and closed out at the end of the year.
- All REIMBURSEMENTS will be paid on purchase orders as well.
- There will be NO EXCEPTIONS to this purchasing process....including Wal-Mart purchases. In the case of Wal-Mart purchases, you may purchase at Wal-Mart only AFTER you receive the white copy of the purchase order.