

PURCHASE ORDERS

PLEASE MAKE SURE YOU FILL OUT A PURCHASE ORDER PRIOR TO PLACING YOUR ORDERS OR MAKING ANY PURCHASES. THESE ALLOW US TO TRACK WHERE AND WHAT IS BEING PURCHASED TO STAY IN LINE WITH YOUR INDIVIDUAL BUDGETS. (IF IT IS NOT FILLED OUT CORRECTLY, IT WILL BE RETURNED TO YOU FOR COMPLETION PRIOR TO GETTING APPROVED)

When submitting a purchase order please follow the steps below:

1. Please fill out the portions in red on the purchase order:
 - a. Name
 - b. Department
 - c. Date
 - d. Account Number
 - e. Vendor information
 - f. Item Description, Quantity, Amount

(If you're purchasing a long list of items please write in the description to "See Attached." Please feel free to attach your list to the purchase order instead of listing them out individually)

2. Once you have filled out the purchase order COMPLETELY please give it to Kellie for Superintendent signature.
3. Once your PO has been approved by Superintendent/Director the PO will printed off and placed it in your mailbox.

AMAZON & WB MASON PURCHASES

When submitting a purchase order for Amazon or WB Mason:

1. Fill your cart with items to purchase
2. Save your cart
3. Complete all steps above
4. Once you have received your approved PO, return to your cart to process your order, where you will be prompted to enter your PO number

CHECK REQUEST

In the event you need a check to be mailed with an order, please fill out a Purchase Order and put a note on it requesting the check return to you. Follow all other steps in Purchase Order submission. (PLEASE TRY TO GIVE AT LEAST A 2 WEEK PRIOR REQUEST)

CREDIT CARD PURCHASES

In cases that the card will need to be used, it is important that you enter the Vendor as "CARD MEMBER SERVICES" and write the actual vendor of the product in the body of the PO with the items to order and indicate "CREDIT CARD

PURCHASE” at the bottom of the purchase order. This tells the Business Manager not to send a check directly to the vendor. Please don’t wait to turn in your credit card slips. Put the purchase order number on the receipt and put it in Business Office box. (CREDIT CARD SHOULD BE USED ONLY AS A LAST RESORT)