

Purchasing Rules & Procedures

When do you use a PO vs. a Check Requisition vs. the Credit Card?

Use the Purchase Order (PO) process when:

- Making a purchase over \$500
- After PO has been approved, Business office will send a white and yellow copy of the PO to the building who authorized the purchase.
- The white copy is for the vendor
- Yellow copy should be returned to the Business office after the order has been fully received. Write 'Ok to pay' and sign on the PO before it is returned. Send Invoice with 'Ok to Pay' if invoice is received at the school.
- If a partial pay is wanted on a PO, write the date, the amount, invoice number, and sign the Yellow copy of the PO. Send a copy of the PO, with these notes on it, to the business office with the invoice.

Use the Check Requisition process when:

- The purchase is under \$500
- After the principal has given a verbal approval on a purchase
- You have already purchased and received the product
- Send the invoice and 'Ok to Pay' to the Business Office
 - This will still go through the same approval process as the Purchase Orders on the Skyward Web module

The credit card is a last option, only to be used when:

- A company will not accept a Purchase Order
- An online purchase does not allow for a PO number to be used
- An online purchase does not give the option to invoice the school district
- Traveling