

**Purchasing Procedures**

**The following purchasing procedures will take place prior to purchasing any items with school funds. These guidelines adhere to GAAP and auditing procedures.**

* Prior to any purchasing, a requisition must be entered at the school level by the school Receptionist or Administrative Assistant.
* All information including Vendor name/number, Ship to, Item number and description, Account number and Dollar amount need to be data entered. Please remember to add any shipping costs necessary to process your order. Any requisitions received without all pertinent information will be denied and returned to the campus.
* If there are any attachments that need to be sent with your order, please submit it to the Business Office with your requisition number clearly stated on it. (ex: See attached list)
* Requisitions will be approved twice per week (Tues and Thurs), once submitted by school staff.
* Once the requisition is approved, a “vendor” copy of the purchase order will be sent to the vendor for processing.
* A “blue” and “green” copy of the purchase order will be sent back to the campus. The “blue” copy is for the campus records. When the order is received at the campus, the “green” copy must be signed as “received” and the packing slip must be attached. If a partial order is received and you are still waiting for items, simply make a photocopy of the “green” and sign as “received”, attaching the corresponding packing slip and mark the photocopy as “partial”. When the “green” copy of the purchase order is received by the Business Office we will know that your order is complete and any remaining balance will be closed**.**
* **Please note: invoices will not be paid and processed until we have received a signed purchase order (green or partial) and packing slip stating the order has been received.**
* **Please send your packing slips and receiving copies of your purchase order to the Business Office as soon as possible so that payments can be made to the vendor in a timely manner**.