

## PURCHASE ORDERS

In an effort to organize and clarify all your questions regarding the magical, mystical world of ordering anything at all for school.

- Supplies
- Fund raisers
- Conferences
- Speakers
- Services
- Anything that requires payment

Here are the guidelines:

- Any purchase of fundraisers, conference registration, supplies, services (speakers, food) requires that a purchase order be submitted and approved by building Principal and then Superintendent prior to ordering goods.
- Should you have questions regarding how to get payments to company from either a school account or a student activities account please stop by and ask prior to placing orders for goods. Most of the time we are able to arrange payment by PO or Pay Voucher if we know ahead of time. Vendors like to work with schools on these issues.
- All purchase orders should have vendor name, address, phone and fax listed on them. If you can't find, just ask-we will be happy to help.
- All purchase order should have an object number (3 digit number describes what is being purchased) and a function number (4 digit number which is what department it is being purchased for) and school (Daisy 1, MS 2, and HS 3)  
611 is used for educational supplies and equipment under \$500.  
730 is used for equipment over 500.
- All conferences use 580- department- school (1,2 or 3)
- All purchase orders should be checked for math.



Remember if you have a question- please come (call) and ask before ordering anything from anyone. This way we can get all our questions answered before misunderstandings occur.