

PURCHASE ORDER TIPS

IMPORTANT INFORMATION TO REMEMBER WHEN PLACING AN ORDER

The District is not obligated to pay for purchases made without a signed purchase order issued by the Purchasing Department. Purchases made in the name of the District without an authorized purchase order shall be considered an obligation of the person making the purchase and not an obligation of the District. To assure that the purchase has been authorized and will be paid, **materials or services must not be acquired/ordered without first obtaining a purchase order.**

- Before entering a requisition in the system, make sure the appropriate funding is available in the account intended for use to ensure that the requisition does not go into override. Requisitions that remain in override will not go through the system to the Purchasing Department for processing until the requisition is out of override.
- Be sure that your requisition has been fully approved. Regardless of the date a requisition is entered, we are unable to process it until it is finally and completely approved.
- Be sure to print your electronic requisition, attach it to any back-up documents (i.e., attached lists, quote, conference forms, or agreements) and forward it to the Purchasing Department. If you do not send relevant back-up information, this will cause a delay in processing the requisition. **Back-up sent to the Purchasing Department must be referenced with a requisition number.**
- It is your site's responsibility to review the daily override report and make necessary budget transfers or account number changes to ensure that the requisition gets processed. Requisitions that remain in override will not go through the system to the Purchasing Department for processing until the requisition is out of override.
- For urgent requisitions, process requisition as normal. Contact the Purchasing Department with the requisition number and the reason for the urgency so that the requisition can be pulled and expedited immediately. Be sure to include this information in the internal notes section of the requisition. **DO NOT SUBMIT AN ORDER (REQUISITION, PHONE CALL, FAX, etc.) TO THE VENDOR IN LIEU OF A PURCHASE ORDER.**
- **PLAN AHEAD!** If items or services are time sensitive and deadlines are important, call the Purchasing Department as early as possible for assistance. Keep in mind, the time for receiving your order can take up to 30 days (creating requisition, budget check, approving requisition, processing purchase orders, and receiving items). Prepayment checks can take up to seven (7) business days for issuance once the purchase order is processed.
- When entering a requisition using a new vendor, please provide the vendor name, address, phone and fax numbers
- For Open/Blanket Orders, click on the "Authorized Purchaser" tab and provide the names of authorized purchasers who will use open/blanket order to buy goods.

- For Open/Blanket Orders, click on the “Notes” tab and complete the notes - “This order is to provide for ...”
- When entering a requisition and selecting a vendor, be sure to select the correct vendor address from the drop-down menu. Many vendors have multiple locations (i.e., Stater Brothers).
- Include all relevant information regarding instructions to your order in the internal note section of the requisition. The more information provided the better.
- Anytime a project changes the appearance of a structure in any way (murals, marquees, planters, etc.), prior approval from Maintenance and Operations (M &O) is required.
- Any item that has been engraved or otherwise permanently marked becomes the property of the school district and may not be returned. Other items returned may be subject to a restocking fee of 20% or more.
- A Material Safety Data Sheet (MSDS) must be kept on file for each chemical received and/or used in the normal course of the school year. Vendors must supply an MSDS with shipment or products will not be accepted.
- When entering requisitions for books, please keep State-contract orders separate from those that are not State contract.