

PURCHASE ORDER INSTRUCTIONS

To receive payments or have payments to a vendor the day after a Board meeting, purchase orders **MUST** be received at the Central Office by **the 25th of the preceding month.**

DO NOT USE PO'S FOR ACTIVITY FEES OR ACTIVITY REGISTRATIONS OR ANY STAFF REIMBURSEMENTS!

NO VERBAL ORDERS FOR ANYTHING - EVER! ALL ORDERS MUST GO THROUGH THE CENTRAL OFFICE, NOT JUST THROUGH YOUR BUILDING.

For reimbursement-receipts must be attached. Mileage reimbursements will ONLY be paid when a district vehicle is not available for your use. Reimbursement rate is now \$0.47 per mile. Send the completed forms, indicated SA #, with your supervisor's approval over to the Central Office for payment.

- **Please use the Excel form you have received from the Central Office.**
- **Purchase orders must be legible.**
- Please type in the **date** of the purchase order
- **When ship** - Please indicate if the order is:
 - To be shipped = ASAP or other date
 - To be picked up = will pick up
- **Deliver To** - Use the pull down on the Excel form to indicate which building.
- **To** - should be the company and address where the order is to be placed. Please type complete mailing address. An incorrect address delays your order. Include the phone number directly below the address lines.
- **Remit to address** - **DO NOT WRITE IN THIS SPACE**
- For **Quantity** - please indicate number only.
- **Catalog Number** - Please double check your item number.
- **Description of Article** - Name of item, size, color, qty specification (ie ea, box, ream, case of 10). For conference workshop registrations please indicate attendee, conference name, where and when, plus the confirmation number for lodging, phone # and the name of any contact. **Please note the fax number below the description.** Attach a copy of registration and indicate if & when the registration was faxed.
- **Total Price** - Excel form calculates for you - quantity x unit price = total price.
- **Shipping/Handling** - should always be indicated. Even if it is free/no charge.
- The **requestor** should date and initial (**do not type initials**) as approved. Please get initials from all necessary directors, officers and principals. **Don't forget to enter the fax number under the description.**
- Any initials not acquired will delay your order until the correct approval is noted.
- **Account Number** - the items are being charged to.

When the purchase order is complete, sign your copy (that is faxed to your building after being processed), indicating the order is received and approved for payment. If the order must be prepaid write "please prepay" and initial your approval for payment when you submit the request for processing.

- When a partial order is received, either copy and mark which items that are OK to pay, sign it and fax it to the Central Office **OR** sign, date, and note the P.O. # on the packing slip and send/fax that to the Central Office. Companies do not expect to wait until an order is complete before receiving payment for partial deliveries. **Please indicate if any item(s) have been cancelled or discontinued.** If an invoice is enclosed with the ordered materials, please forward it to the Central Office, even if you are not sure whether the papers are an invoice or a packing slip.