

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 7320 P-1

PURCHASING

Purchase orders will be processed in the following manner:

- A. The purchaser will:
 - 1. Complete a requisition including:
 - a. Vendor - complete name and address;
 - b. Complete "Ship To" address;
 - c. Quantity, item number, description;
 - d. Accurate prices, including Washington State sales tax;
 - e. Special ordering or delivery instructions;
 - f. Date desired;
 - g. Budget account to be charged - funds must be available.
 - 2. Submit the completed requisition to the building principal / program supervisor for approval.
- B. The building principal / program supervisor will:
 - 1. Review the requisition for the above information and make certain the requested items are allowable expenditures of public funds and/or grant funds.
 - 2. Upon approval, forward requisition to secretarial staff to generate online purchase order.
- C. The executive director for business and support services / designee will:
 - 1. Audit ordering and budget information;
 - 2. Route purchase orders involving grant funds and/or technology to the appropriate parties for approval;
 - 3. Upon approval, sign the purchase order and send to the business office.

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 7320 P-1

- D. The business office will:
1. Encumber the purchase order to the budget account;
 2. Disperse copies of purchase order as follows:
 - b. Retain YELLOW copy;
 - c. Return all other copies to the originating building principal/program supervisor.
- E. The building principal/program supervisor will:
1. Upon receipt of approved purchase order, send original WHITE copy to the vendor.
 2. Hold other copies until items are received.
 3. Upon receipt of items, process PINK copy as follows:
 - a. When complete shipment is received, mark the original PINK accordingly, sign, date, and send to business office. Attach all packing slips and /or invoices.
 - b. When partial shipment is received, write "partial" on the original PINK, making note of back ordered or canceled items. Sign, date, and send a **copy** of PINK purchase order with packing slips or invoices. Process each partial shipment as soon as items are received. When last item is received, write "final" on the **original** PINK, sign, date, and send original PINK to business office.
 4. When items are not received within a reasonable time, contact the vendor and notify the business office of the purchase order status.
 5. If items are not received within three months of order date, cancel the purchase order by writing "cancel" on the PINK copy of the purchase order, then date and initial the request. Send original PINK to the business office along with any documentation regarding the original order and correspondence with the vendor. Be sure to also contact the vendor to actually cancel the order with them as well.
 6. If, at any point during the purchasing process, an invoice is received by building/program staff, the invoice should be sent to the business office attention accounts payable.

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 7320 P-1

7. Payment for invoices received on purchases that do not have an approved purchase order in place will be the responsibility of the employee who placed the order or the administrator that approved the purchase.

| | |
|-------------|------------|
| Implemented | 03-21-1986 |
| Revised | 03-08-2005 |
| Revised | 08-31-2009 |