

## ORDER PROCESSING FOR PURCHASE ORDERS

- 1 Need is identified by individual
- 2 Complete requisition for supplies and or equipment (on-line)
- 3 Forward to Department/Building Administrator for approval
  - A If not approved it goes back to the individual
  - B If approved, go to clerical review. Determine fund availability and budget code.
- 4 Clerical Review
  - A Determine where to order from
    - 1 Warehouse - If warehouse see number 7 for quick order
    - 2 Outside vendor – If outside vendor make sure this does not fall under state use law first. If it does not then see “B” complete specifications
    - 3 State Use Law – If State Use Law then order from one of these vendors and then see “B” complete specifications.
  - B Complete specification
    - 1 Shipping
    - 2 Quantities
    - 3 Minimum order
    - 4 Double check items addressed
- 5 Building or department secretary enters requisition. Determines availability of funds and assigns budget code.
- 6 Determine amount
  - A Under \$1,000.00 – needs no quotes
  - B \$1000.00 to \$19,999.99 – need to get 3 quotes from 3 different sources include documentation with paper work to Business Office
  - C Over \$19,999.99 – forward to depart. head/administrator for bidding under Board policy and Kansas State Law.
- 7 Ordering
  - A If warehouse standard supply item use Quick Order and/or June Box if non-warehouse item.
  - B If outside vendor or state use vendor enter requisition into Skyward  
(Need to secure a tax exempt number from the business office for material/labor.)
  - C If over \$19,999.99 use State bid guidelines – get Board approval
    - 1 Get information to Board of Education Assistant Clerk the Monday before Board meets
    - 2 Enter requisition after Board of Education approves
  - D Send all back up paper work to Business Office Secretary
- 8 Building or Department Administrator approves requisition
- 9 Order processed by Business Office
- 10 Receive items and bar code items with purchase price \$500 and above

(Locations below can receive and bar code items)

  - A Warehouse
  - B Vo-Tech
  - C TSC

Note: If item is shipped to other facility besides above named **please email warehouse and accounts payable** with shipping information for receiving processing
- 11 Physically check shipment with packing slip.
- 12 Receiver contact vendor if items are damaged, incorrect or missing.
- 13 Notify accounts payable and department bldg. secretary of any discrepancies with orders.
- 14 Once everything is completed accounts payable processes invoices for payment.