Palisades Charter High School – Potential Purchasing Procedures

Step 1:

Requestor of purchase acquires approval to procure item from spending authority.

Step 2:

Reuqestor of purchase will complete a purchase order reuqest form

Step 3:

Purchase order request form must contain the following information:
- vendor name & information
- date Purchase order request form was completed
- funding source (i.e.: who's paying for it) – This is important! You must be specific
- Signature from Department Chair (If department chair is ordering the item, admin must sign the purchase order request.)
- If purchase order request is over $1,000, admin must sign purchase order request form.

Step 4:

- Turn in purchase order request to finance office
- Finance office will obtain offical quote from vendor (finance office usually gets lower pricing than listed)

Step 5:

- Finance manager reviews purchase and codes to appropriate budget line
- Finance generates purchase order to encumber funds in the financial system
- Finance manager signs official PO to indicate purchase has gone through the proper process
- Finance office will provides purchase order to vendor

Step 6:

Requestor of purchase receives goods and services from vendor, requestor will provide proof of receipt and invoice from vendor to accounts payable.

Step 7:

Requestor of purchase receives goods and services from vendor, requestor will provide proof of receipt and invoice from vendor to purcahsing.

Step 8:

Purchasing will provide Accounts payable with electronic back-up of purchase to reconcile with invoice.

Submitted to board: 1/17/17