

PURCHASING

Purchase orders are required whenever a purchase is being made from a vendor or being purchased by you. This is to be done prior to ordering or purchasing the merchandise. Failure to complete a purchase order for approval prior to a purchase, may result in non-reimbursement.

If you need an account balance to see if you have enough money in the account to purchase something, please **EMAIL** your request to joyce.hauer@jppss.k12.la.us, and I will respond a.s.a.p.

Purchase orders will only be processed on Tuesday of each week. Once it is approved, your purchase order will be put in your teacher mailbox. **DO NOT** come to the Account Clerk's office to inquire about the status of your purchase order.

1. Acquire a purchase order, which is on the outside wall of the account clerk's office.
2. Complete the purchase order as follows:
 - a. Date
 - b. Vendor (where the merchandise is being purchased from)
 - c. Club/Dept Approval (must be signed by the person responsible for the club or the department head)
 - d. Club/Dept (must have the club/dept. that will be paying for the merchandise)
 - e. List all items being purchased, including the price. If you do not know the price, you must either call the vendor or check the internet to get this information. **Shipping and handling must be included if applicable.**
 - f. Please indicate on the purchase order if you require a check to be issued for dues, registrations, etc. (NEED CHECK BY AND DATE).
 - g. Total (must be completed)

- h. Ordered by (printed name of the person placing the order)
 - i. Return the purchase order to the account clerk. She will then verify that the money is available in the account and then submit it to the principal for approval. **INCOMPLETE PURCHASE ORDERS WILL BE RETURNED TO YOU.**
3. **After approval, YOU CAN NOW PLACE THE ORDER.**
 4. When the merchandise is received (purchased or delivered), the yellow copy of the purchase order is to be returned to the account clerk. The packing slip, receipt, and/or invoice (if any of these items are included with the delivery) must be attached to the copy of the purchase order when turning it in.
 5. The person, who bought or received the merchandise, must sign and date the purchase order as soon as you receive the materials. **DO NOT WAIT TO RECEIVE AN INVOICE.**

PURCHASES THAT REQUIRE QUOTES

Purchases that do not require quotations:

Requisitions under \$ **3,000.00**

Sole Source: Items **Need** Written Verification

State Contract Items: Unlimited Dollar Amount

Purchases that require three (3) written

or FAX quotations: Requisitions from \$ 3,000.00 - \$ 4,999.99

Purchases that require three (3) written, sealed quotations:

Requisitions from \$ 5,000.00 - \$ 19,999.99

Purchases that require formally advertised and sealed bids:

Requisitions over \$ 20,000.00. Handled by the Purchasing Department (except **State Contracts and Sole Source Items**)