

# Purchase Order Requisition Process

## Activity Account (Schools):

Step 1:	Discuss with principal/supervisor prior to filling out PO	
Step 2:	Purchase Requisition is found on District Website under Forms	
Step 3:	Teacher/Staff/Administrator fills out Purchase Request Form Online	F-SA-7
Step 4:	Principal Approval Needed with appropriate funding designated	
Step 5:	Activity Accounts Secretary Approval Needed	
Step 6:	Purchase order issued to person submitting request	
Step 7:	Teacher/Staff/Administrator is responsible for submitting order	
Step 8:	Order received, inventoried, and signed off by receiving party	F-SA-8
Step 9:	Payment issued	

## SBDM (Schools):

Step 1:	Discuss with principal/supervisor prior to filling out PO	
Step 2:	Purchase Requisition is found on District Website under Forms	
Step 3:	Teacher/Staff/Administrator fills out Purchase Request Form Online	
Step 4:	Principal Approval Needed with appropriate funding designated	
Step 5:	Finance Officer Approval Needed	
Step 6:	Purchase order issued to person submitting request	
Step 7:	Teacher/Staff/Administrator is responsible for submitting order	
Step 8:	Order received, inventoried, and signed off by receiving party	
Step 9:	Payment issued	

**Technology (Schools) Activity:**

Step 1:	Discuss with principal/supervisor prior to filling out PO	
Step 2:	Purchase Requisition is found on District Website under Forms	
Step 3:	Teacher/Staff/Administrator fills out Purchase Request Form Online	
Step 4:	Principal Approval Needed with appropriate funding designated	
Step 5:	Technology Director Approval Needed	
Step 6:	Accounts Secretary Approval Needed	
Step 7:	Purchase order issued to person submitting request	
Step 8:	Teacher/Staff/Administrator is responsible for submitting order	
Step 9:	Order received, inventoried, and signed off by receiving party	
Step 10:	Payment issued	

**Technology (Schools) SBDM:**

Step 1:	Discuss with principal/supervisor prior to filling out PO	
Step 2:	Purchase Requisition is found on District Website under Forms	
Step 3:	Teacher/Staff/Administrator fills out Purchase Request Form Online	
Step 4:	Principal Approval Needed with appropriate funding designated	
Step 5:	Technology Director Approval Needed	
Step 6:	Finance Officer Approval Needed	
Step 7:	Purchase order issued to person submitting request	
Step 8:	Teacher/Staff/Administrator is responsible for submitting order	
Step 9:	Order received, inventoried, and signed off by receiving party	
Step 10:	Payment issued	

**General (BOE):**

Step 1:	Teacher/Staff/Administrator fills out Purchase Request Form Online	
Step 2:	Purchase Requisition is found on District Website under Forms	
Step 3:	Superintendent Approval Needed	
Step 4:	Finance Officer Approval Needed	
Step 5:	Purchase order issued to person submitting request	
Step 6:	Teacher/Staff/Administrator is responsible for submitting order	
Step 7:	Order received, inventoried, and signed off by receiving party	
Step 8:	Payment issued	

**Technology (BOE):**

Step 1:	Teacher/Staff/Administrator fills out Purchase Request Form Online	
Step 2:	Purchase Requisition is found on District Website under Forms	
Step 3:	Superintendent Approval Needed	
Step 4:	Technology Director Approval Needed	
Step 5:	Finance Officer Approval Needed	
Step 6:	Purchase order issued to person submitting request	
Step 7:	Teacher/Staff/Administrator is responsible for submitting order	
Step 8:	Order received, inventoried, and signed off by receiving party	
Step 9:	Payment issued	