

**Requisition / Purchase Order**

**PO #** \_\_\_\_\_

**Vendor #** \_\_\_\_\_

**SUMTER COUNTY BOARD OF EDUCATION**

**Date** \_\_\_\_\_

**Sequence #** \_\_\_\_\_

100 Learning Lane  
Americus, GA 31719

**Name of Vendor** \_\_\_\_\_

**Bill To:** Sumter County Board of Education

ATTN: Purchase Order Dept.

100 Learning Lane

**Address of Vendor** \_\_\_\_\_

Americus, GA 31719

**Vendor City, State, Zip** \_\_\_\_\_

(229) 931-8500 (Ph)

**Vendor Fax** \_\_\_\_\_ **Vendor Phone** \_\_\_\_\_

(229) 931-8555 (FAX)

**SHIP TO:** Name Rebeca Cannon

School / Dept Sumter County Board of Education

Address 100 Learning Lane

City, State, Zip Americus, GA 31719

**Initiator Must Indicate Funding Source and Expenditure Type**

**Funding Source:** \_\_\_\_\_

**Type of Expenditure:** \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

**Type of Expenditure:** \_\_\_\_\_

Quan.	Catalogue Number, Description, Etc.	Unit	Total

**NOTES TO VENDOR:**

1. Invoice in duplicate.
2. Include packing information with merchandise.
3. Notify immediately if unable to ship as specified.
4. Cancel items not shipped within 30 days of approval,
5. Expect only one check after all items are received or cancelled.
6. PO number must appear on all invoices, packages, and papers.

**Sub Total**

**Shipping**

**Total Cost**

Payment for the above items will be made from Public School Funds and is exempt from Sales Tax.

**Requested by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Recommended by:** \_\_\_\_\_

Principal/Supervisor

Date

**Approved:**

**Denied:**

**Recommended by:** \_\_\_\_\_

Director

Date

(Assistant Superintendent)

Date

(Superintendent – If over \$500)

Date

Fiscal Year

## PURCHASING PROCEDURE

New purchasing procedures are being implemented to comply with Policy Code DJEG and to conform to generally accepted accounting principles. Those initiating a purchase request must adhere to the following procedures.

1. Type or print legibly your request on a Requisition/Purchase Order Form available at each school. When approved and signed, this form becomes the purchase order.
2. The Requisition/Purchase Order must be completed and signed by both the person initiating the request and the school principal or other authorized supervisor. A completed form will include the correct vendor and shipping information, type expenditure, funding source(s), shipping and handling charges and total cost.
3. The form will then be sent to the responsible director in the central office for approval and designation of the account(s) to be charged. The option to select a different vendor is retained by the system if equal or better price, service, or quality can be obtained.
4. Routinely, requisitions will be processed daily and orders for approved purchases submitted promptly. Needs must be anticipated in advance and plans made to order in sufficient time to receive the goods as needed. Emergencies may dictate the need to expedite normal procedures. Failure to plan purchases in a timely manner does not constitute an emergency.
5. Requisition/Purchase Orders must be completed and approved prior to ordering. Payment of invoices dated prior to approval of the purchase order becomes the responsibility of the school or the individual making the purchase.
6. The person initiating the request will receive a copy of the numbered purchase order once it has been approved and executed. A denied request to purchase will be so noted and returned to the initiator.
7. The person who initiated the requisition should do the following immediately upon receipt of the merchandise:
  - a. Count and check off the items on the packing slip or delivery document. If there are no delivery documents with the material, use a copy of the Requisition/Purchase Order Form for check-off purposes.
  - b. Note any missing or damaged items.
  - c. Write the purchase order number and date received on the document.
  - d. Sign and promptly submit the packing or delivery document to your principal or supervisor who will forward it to Central Office purchasing for processing for payment.
8. Items requested for preview or evaluation require a purchase order prior to ordering.