

Purchase Order/Requisition Completion

1. Purchase Orders (\$25-\$2,000)

Fill in information carefully and completely. Make sure there are funds to cover the order and the budget number is correct. Per retention schedule, these must be kept for four year.

- A. White Copy – Mailed to vendor by the school or department.
- B. Blue Copy – Copy sent to accounts payable department kept in alphabetical order until payment.
- C. Pink Copy – Copy sent to accounts payable department to be kept in numerical order as a reference and back-up copy.
- D. Yellow Copy – Kept at the school or department. Attach all bid documents to this copy if applicable.
- E. Green Copy – Copy retained at the school as a receiving copy. The green with approval for payment is sent to the accounts payable department upon receipt of the ordered items. If the item is a fixed asset the “green” also becomes the “POD” proof of delivery, please refer to fixed asset policy for additional requirements. If a partial shipment is received, a copy of the green with an indication of the items received is to be sent. After all the items on the purchase order have been received, the original green copy is then sent with approval noted for the balance of the items.

2. Requisition Forms (Purchases over \$2,000)

Fill in information carefully and completely. Make sure there are funds to cover the order and the budget number is correct. Send in asset sheets on items qualifying as assets. Per retention schedule, these must be kept for four years.

- A. White Copy – Send to district office with telephone bid sheet, bid specifications and asset sheets if appropriate, to be retained in purchasing files.
- B. Yellow Copy – Retain for school records
- C. Upon issuance of a purchase order in response to a requisition, yellow and green copies of the purchase order will be returned to originating school.

3. Required Signatures on Forms

- A. Purchase Orders – (\$25 - \$2,000) signed by Principal and/or Program Director if applicable (check with appropriate Director.)
- B. Purchase Requisition – requests for over \$2,000 signed by Principal and/or Program Director and Purchase Procurement Officer.