

ORDER PROCESSING FOR PURCHASE ORDERS

- 1 NEED IS IDENTIFIED BY INDIVIDUAL
- 2 COMPLETE REQUISITION FOR SUPPLIES AND OR EQUIPMENT (ON-LINE)
- 3 FORWARD TO DEPARTMENT/BUILDING ADMINISTRATOR FOR APPROVAL
 - A. IF NOT APPROVED IT GOES BACK TO THE INDIVIDUAL
 - B. IF APPROVED GO TO CLERICAL REVIEW. DETERMINE FUND AVAILABILITY AND BUDGET CODE.
- 4 CLERICAL REVIEW
 - A. DETERMINE WHERE TO ORDER FROM
 - 1 WAREHOUSE --If warehouse see number 7 for quick order
 - 2 OUTSIDE VENDOR --If outside vendor make sure this does not fall under state use law first. If it does not then see "B" complete specifications.
 - 3 STATE USE LAW -- If State Use Law then order from one of these vendors and then see "B" complete specifications.
 - B. COMPLETE SPECIFICATION
 - 1 SHIPPING
 - 2 QUANTITIES
 - 3 MINIMUM ORDER
 - 4 DOUBLE CHECK ITEMS ADDRESSED
- 5 BUILDING OR DEPARTMENT SECRETARY ENTERS REQUISITION, DETERMINES AVAILABILITY OF FUNDS AND ASSIGNS BUDGET CODE.
- 6 DETERMINE AMOUNT
 - A. UNDER \$1,000.00 -- NEEDS NO QUOTES
 - B. \$1000.00 TO \$9999.99 -- NEED TO GET 3 QUOTES FROM 3 DIFFERENT SOURCES INCLUDE DOCUMENTATION WITH PAPER WORK TO BUSINESS OFFICE.
 - C. OVER \$9999.99 -- FORWARD TO DEPT. HEAD/ADMINISTRATOR FOR BIDDING UNDER BOARD POLICY AND KANSAS STATE LAW
- 7 ORDERING
 - A. IF WAREHOUSE STANDARD SUPPLY ITEM USE QUICK ORDER AND/OR JUNE BOX IF NON-WAREHOUSE ITEM
 - B. IF OUTSIDE VENDOR OR STATE USE VENDOR ENTER REQUISITION INTO SKYWARD (Need to secure a tax exempt number from the business office for material/labor.)
 - C. IF OVER \$9999.99 USE STATE BID GUIDELINES --GET BOARD APPROVAL
 - 1 GET INFORMATION TO BOARD OF EDUCATION ASSISTANT CLERK THE MONDAY BEFORE BOARD MEETS
 - 2 ENTER REQUISITION **AFTER** BOARD OF EDUCATION APPROVES
 - D. SEND **ALL** BACK UP PAPER WORK TO BUSINESS OFFICE SECRETARY
- 8 BUILDING OR DEPARTMENT ADMINISTRATOR APPROVES REQUISITION
- 9 ORDER PROCESSED BY BUSINESS OFFICE
- 10 RECEIVE ITEMS AND BAR CODE ITEMS WITH PURCHASE PRICE \$500 AND ABOVE.

(Locations below can receive and bar code items)

 - A. WAREHOUSE
 - B. VO-TECH
 - C. TSC

NOTE: IF ITEM IS SHIPPED TO OTHER FACILITY BESIDES ABOVE NAMED PLEASE **EMAIL WAREHOUSE AND ACCOUNTS PAYABLE** WITH SHIPPING INFORMATION FOR RECEIVING PROCESSING
- 11 PHYSICALLY CHECK SHIPMENT WITH PACKING SLIP.
- 12 RECEIVER CONTACT VENDOR IF ITEMS ARE DAMAGED, INCORRECT OR MISSING.
- 13 NOTIFY ACCOUNTS PAYABLE AND DEPARTMENT BLDG. SECRETARY OF ANY DISCREPANCIES WITH ORDERS
- 14 ONCE EVERYTHING IS COMPLETED ACCOUNTS PAYABLE PROCESSES INVOICES FOR PAYMENT