

REQUISITION AND PO INSTRUCTIONS

At-A-Glance

Requisitions

ITEMS THAT NEED TO BE INCLUDED ON EVERY REQUISITION

1. Requester name and phone number must be on the Header Page; **office staff only (no teachers or coaches)**. Teacher name can be put in the header, **no** teacher phone number.
2. Special instructions, see page 2. **The PO Special Instruction field is a required field in alio. You will not be able to complete a requisition if this field is blank.**
3. Headers: items to be entered in the “Header” field:
 - a. Overnight Travel Approval Code, or not overnight (see #5)
 - b. Approved by:
 - i. Furniture, Patty Weber
 - ii. Technology, Lori Clark
 - iii. 2-way radios, David Schmidt (Schmidty).
4. Catalog item number and full item description are required when placing orders. Less than 10 items you **must** type items on your requisition, but, you can type as many line items as you want.
5. For conference or workshop registrations; **who, what, when, and where are required information in the item “Description” field. If required, the Overnight Travel Approval Code (OTAC) is to be entered into the header of the PO. If not overnight type “not overnight”.**
6. Send attachment(s) stapled to cover sheet ASAP. **PO will not be processed until AP receives the correct attachment(s). PO’s will be voided after 2 weeks if paperwork has not been received in AP.**
7. Walk in purchase orders: who is shopping, when (what date), what is being purchased, why (name and location of event), and amount not to exceed \$_____ must be on the requisition.
8. Receipts: a copy of the complete, original detailed receipt is required. Receipt must show name of vendor, date of purchase, items purchased, and the receipt number.
 - a. Do not cut any portion of the receipt(s).
 - b. Staple the top of the receipt, do **not** use tape.
 - c. Circle amount being reimbursed with red ink, do **not** use highlighter.
 - d. Receipt(s) must be signed by shopper.

REMINDER: Once your order is delivered please confirm order is complete; sign and date gold copy, staple required documents and forward to accounts payable ASAP☺ (include 1 copy of packing slip(s) if available).

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Purchase Orders (Purchase order printing process starts at 9:00 a.m. daily)

WHAT DO I WANT AP TO DO WITH MY PO:	SPECIAL INSTRUCTIONS (PO SECTION OF REQ.):	COPIES
PO mailed to place order	Mail	0
PO mailed with an attachment	Attachment, please mail with PO	2
Return PO to me or pick up at DO	Return PO or Pick up at DO	0
Return PO but I have an attachment	Attachment, return PO	1
PO mailed if ordering bid items	BID # _____ then appropriate description e.g., mail, attachment	2
If ready to pay "OK TO PAY" must be on PO. Examples below:		
ALL materials received I have a receipt or an invoice that I need paid	Attachment, ok to pay	2
Refund	Attachment, REFUND ok to pay	1
Registration or membership to be pre-paid	Attachment, ok to pre pay by <u>Date</u>	2
Reimbursements	Attachment, ok to pay (original receipt(s))	0
Travel Advance	Attachment, advance, ok to pay	1
If to be paid with bond money	BOND, then appropriate description e.g., attachment, ok to pay	2
Petty Cash	PETTY CASH, attachment, ok to pay (original receipts)	0
Emergency Check	EMERGENCY CHECK, ok to pay, then appropriate description e.g., attachment	2
I want the check returned to me	Attachment, ok to pay, return check	2
Donation	DONATION, ok to pay	0
Check to be picked up at DO	Pick up check at DO, attachment, ok to pay	2