

SAU 83
THE FREMONT SCHOOL DISTRICT

HOW TO BUY SOMETHING YOU NEED TO DO YOUR JOB (OR THE PO PROCESS FOR SIMPLE PURCHASES)	
1	An employee determines that s/he needs to purchase something...
2	The employee/requestor fills out the "approved" requisition form online (Some hard copies will be available in the main office.)
3	The requisition form is completed and turned in to the appropriate office (main, sped, or SAU)
4	If there is money in the account line, the particular office secretary/financial assistant processes the form.
5	If there is not enough money in the account line, the secretary/financial assistant returns the form to the requestor.
6	If there is not enough money, the requestor may resubmit to the secretary/financial assistant to see if funds can be released.
7	The secretary/financial administrator checks with the person responsible for those account lines to see if money can be made available.
8	If funds cannot be made available, the requestee is informed and the requisition form is filed in the "unfilled requisition form file" by the secretary/financial assistant.
9	If the request and funding is approved, the secretary/financial assistant checks to see if the vendor is already in the financial software.
10	If the vendor is not in the financial software, then the office secretary notifies the financial assistant of the need to add a new vendor.
11	The financial assistant adds the vendor into the financial software, and notifies the secretary that the vendor has been added.
12	The request is processed into a purchase order (PO) by the secretary/financial assistant, and a fund balance transfer
13	The secretary/financial assistant notifies the financial administrator that there is a PO to be posted.
14	If approved by the financial administrator or the financial administrator's designee (with the approval of the superintendent), then the financial administrator or designee posts the requested PO.
15	The financial administrator or designee notifies the secretary/financial assistant that the PO has been created.
16	The secretary/financial assistant prints two hard copies of the PO and both copies get filed in the ordering office.
17	The secretary/financial assistant (or designee) orders the item(s).
18	The item(s) arrives at the specific office. The secretary/administrative assistant locates the packing slip. The packing slip is date stamped.
19	The secretary/administrative assistant pulls the copy of the PO and checks the PO and packing slip against the contents. If there is no packing slip, the contents of the shipment are checked in against the PO.
20	If the PO is complete, the item-receiving office waits for the invoice to arrive from the vendor.
21	The invoice arrives, is date stamped, and checked against the original PO for possible quantity and pricing
22	The verified invoice is signed by the appropriate designee and is attached to the original PO. The original PO request form and all back-up is sent to the SAU for payment. If the PO is incomplete, see following steps.
23	If there is no discrepancy but the order is not complete, the partial invoice and the original PO is sent to the SAU, date stamped, and processed for partial payment. A copy of the original PO is made and kept at the receiving office awaiting balance of items.
24	If there is a discrepancy in the invoice (on a partial invoice or completed PO invoice for price and/or quantity), the vendor is called by the PO generating office. The vendor supplies a adjusted invoice or credit memo to correct the discrepancy and all of the back-up material is sent together to the SAU for payment.
25	<i>OR if the PO is incomplete and no invoice has been rec'd, the receiving office waits for fulfillment of the PO.</i>
26	<i>OR if the PO is incomplete and a partial invoice is received (and date stamped) for items received, it processed as above in step 23.</i>
27	<i>OR if the PO is incomplete and an invoice is received for the entire amount, the invoice is held and the vendor is contacted to be informed that no payment shall be made until the order is satisfactory and complete.</i>