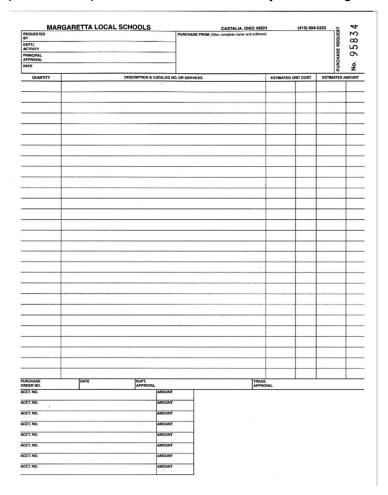
Margaretta Local School District

Purchasing Processes

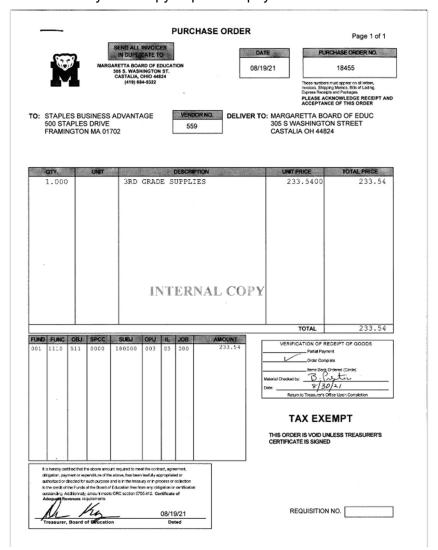
IF STEPS 1-5 ARE NOT COMPLETED PRIOR TO PURCHASE OF GOODS OR SERVICES, YOU RISK BEING DENIED AND HAVING TO COVER THE COSTS OF THE PURCHASE OUT OF YOUR OWN POCKET.

1. Fill out a purchase requisition, those are found in your building's office area.



- 2. Once the purchase requisition is filled out, your direct supervisor will sign.
- 3. The purchase requisition will then be sent into accounts payable for signature from the treasurer.
- 4. Once the purchase requisition is signed by the treasurer, accounts payable will create the PO and send the yellow copy back to requester.
- 5. Once the yellow PO is received back, the process is complete to order the goods or services.

6. When ordered items are received or services are completed to your satisfaction, sign off on the yellow PO copy in the Verification of Goods box and send into accounts payable. Accounts payable needs the yellow copy to process payment of invoices.



Notes:

- 1. Please make sure you give ample time for the purchase request to move through the approval process.
- 2. If items need to be ordered quickly please get the purchase requisition filled out and signed by your direct supervisor. Then notify accounts payable and treasurer to make arrangements about ordering.
- 3. **All ordered items need to be shipped to the board office.** Items will be checked in to verify receipt of goods. Items will then be sent out to the buildings for you to verify as well to the yellow copy of the PO.
- 4. If you receive any invoices please forward them to Accounts payable in a timely manner.