



PROCEDURES

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Requisitions & POs

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REQUISITIONS & PURCHASE ORDERS

Purchase Orders (POs) are used to **encumber funds** for planned expenses, such as the purchase of supplies, payment of conference registration fees, or the contracted services of outside agencies or consultants. Care should be taken to ensure that all purchases fall within the scope of the officially adopted budget. *Purchases made in the name of SLOCOE without a written, authorized PO may not be paid, and may be considered the liability of the employee who ordered the product. (When purchase orders are not accepted by a vendor, Visa credit cards may be an option. Please check with SLOCOE's Buyer.)*

All purchase orders begin with a Requisition, which may be completed electronically using the QSS system. For information and training, please contact Jacki Seibert (782-7218) or Debra Leopard (782-7219).



"It takes less time to do a thing right, than explain why you did it wrong."
- Longfellow

The Originator

1. Submits the electronic requisition via QSS, listing the vendor, detailed information regarding the item or service being purchased, the cost, and budget(s) to be charged. **The primary contact for payment of invoices is always Accounts Payable at 3350 Education Drive or payables@slocoe.org.**
2. **Sales tax should be added in the requisition for all goods and tangible products.** (Select "Y" for "yes" in the sales tax field.) For more information: www.boe.ca.gov/pdf/pub61.pdf
3. **Shipping & Handling** should also be included for each item when applicable.
4. Items and their dollar amounts can be listed separately on electronic requisitions, along with sales tax and shipping/handling costs by selecting "Add Item." Training on adding items, on adding account lines, indicating percentages or special dollar amounts, can be requested from Fiscal Services.
5. Obtain approval signatures as established by each department and the electronic routing system.
6. Ensure timely payment of invoices against purchase orders by providing timely approvals along with any backup receipts necessary. **Receipts for purchases from local retail vendors are needed within 48 hours of making the purchase in order to honor their strict payment policies.**
7. For items that are shipped, please see procedures for **Receiving**.

The Buyer confirms that the electronic requisition has been completed and routed for department approvals with accurate account numbers.

Fiscal Services checks account lines against the budget to safeguard against over-expenditures, and authorizes the expense.

The Purchase Order (PO) is created and funds are encumbered.

Copies of the PO are distributed/mailed to the Vendor, Accounts Payable, and Originator, with a copy for the person responsible for receiving any items shipped to the warehouse. (MOAs or Consultant Agreements are returned to the originator.)

The Purchasing Department will notify all SLOCOE staff of important deadlines for opening and closing POs: **May 15**—last day to open a PO; **June 15**—last day to use an open PO, after which it will be closed. Exceptions will be made in rare cases for POs that must be "rolled" into the next fiscal year.