

## To Purchase an Item or Service:

1. Is it Professional Development? (Certified Staff Only)
  - a. Yes: Submit Request Form to PD Committee > Once Approved, go to Step 2 and include "PD Funds" in the comments.
  - b. No: Go to Step 2
2. Submit Requisition on Web Link (make sure to save before you submit to generate the Requisition/PO Number)
3. Receive Requisition Approval Email
4. Purchase Items or Service (Each employee is responsible for making sure their item is purchased. Tax Exempt Certificate is available upon request.)
  - a. Send PO# and Link to Items to Susan or Megan for Amazon, Walmart, or School Specialty Orders
  - b. Bring PO# to District Office to check out the School Credit Card
  - c. If needed, Email Lindsay to get a copy of the signed PO to send to the company
  - d. To reserve a hotel room, you will need to call the hotel:
    - i. To receive tax exempt status and
    - ii. To get a Credit Card Authorization Form from the hotel. Forward that form to Lindsay to fill out including dates of stay, confirmation number, and price per night. The Credit Card Authorization Form allow you to charge the room to the school credit card without physically having the card with you on your trip.
5. SEND ALL INVOICES TO LINDSAY FOR PAYMENT. This includes receipts for Credit Card Purchases, Invoices emailed to you from the company, final Invoices from hotel stays, etc. Items cannot be paid until Lindsay receives an Invoice. Place these in Lindsay's mailbox or forward the email to her.
6. Notify Lindsay when items are received. You can sign the packing slip and submit, or send email including PO# and Vendor. If you have not received what you have ordered after an appropriate length of time, please tell Lindsay. We don't want to pay for something we haven't received.