

Frequently Asked Questions

about

Purchase Orders and Requisitions

What is a Purchase Order?

A Purchase Order is a contract that obligates the District to pay the vendor for the listed goods or services. It states PVUSD's terms, conditions and instructions to the vendor.

When should I use Purchase Order?

You should use a Purchase Order for all purchases using District funds that are not charged to a District credit card. Purchases under \$50.00 should be charged to a District credit card or combined with other orders to the same vendor.

How do I get a Purchase Order?

The Internal Purchase Requisition is the form that the Sites/Departments use to initiate a Purchase Order to purchase goods and services using District funds. The Internal Purchase Requisition is entered on-line into Financial 2000, the database we use to create Requisitions, Purchase Orders and Checks. Contact your site administrator or Office Manager.

What should I type on the Requisition?

The Requisition is read by:

- ❖ Everyone on the Requisition approval path checking for compliance
- ❖ The Vendor to fill your order
- ❖ The Warehouse to receive the order
- ❖ Accounts Payable to pay the invoice
- ❖ The Auditors to make sure we did everything correctly

So you should type on a Requisition:

- ❖ Product: complete product description, manufacturer make and model number, color, size, book ISBN number and title
- ❖ Services: description of the service provided, date, time, location, and payment method.
- ❖ Food for Meetings: name of meeting, number of participants, date, time, location, and menu. Attach a list of attendees to the invoice when you send it to Accounts Payable.
- ❖ Blanket or Open Orders: the type of supplies, name of authorized purchasers and PO expiration date.

If you get a quote, type the date of quote and quote number.

Include sales tax (we pay tax even if the Vendor is out of State)

The SHIP TO should be the Warehouse, exceptions: Furniture, Library Orders, Services, Subscriptions.

Should I send the Purchase Order to the Vendor?

Do not send the PO to the Vendor. The Purchase Order is mailed or faxed to the vendor from Purchasing Services after the Internal Purchase Requisition is processed. If you also send it, the Vendor will get two copies and may duplicate your order.

Can I order directly from the Vendor and then do the PO?

No. All expenditures using District funds must be pre-approved. Ordering directly from the vendor without going through the approval process is a violation of District policy.

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The District is not required to pay for purchases made without a Purchase Order or pre-approved PVUSD credit card. In addition the vendor is not required to adhere to the District terms and conditions when purchases are made without a Purchase Order.

Can I do the Requisition and tell the vendor the PO is on the way?

No. All requisitions must be approved before a Purchase Order can be processed. The District is not required to honor oral or unsigned contracts to purchase goods or services.

In addition, you may get duplicate shipments as a Purchase Order will be sent to the vendor from Purchasing.

I have received my order, will the Vendor be paid?

All invoices are paid by the PVUSD Accounts Payable Department. The Accounts Payable Department will only pay a Vendor if it has all of the following:

- ❖ A valid Purchase Order for the goods or services
- ❖ An original itemized Invoice, Receipt or Tag for goods or services. Accounts Payable will not make payments on a Statement, Service Contract or Purchase Order
- ❖ Services or Items received directly by the site require the Packing Slip or Invoice, Receipt or Tag signed: "OK to pay, received by _____, date, PO# _____"
- ❖ Items received in the PVUSD Warehouse are received on-line. It is not necessary for the Site to send Accounts Payable a copy of the Receiving Sign-off.
- ❖ The dollar amount of the Purchase Order matches the invoice. (Accounts Payable is authorized to pay over the Purchase Order amount by up to 10% of the total order, but never more than \$200.)

How long does it take for a Vendor to be paid?

PVUSD terms are net 30. This means that the vendor will have a check within 30 days of our receiving the invoice.

As checks are printed at the County Office of Education, it may take up to 30 days from the time the Invoice reaches the Accounting Department to the time the Vendor gets the check. Never promise the Vendor a check sooner than 30 days from the time the Accounts Payable Department receives the Invoice for a valid Purchase Order. Checks for goods or services purchased without a Purchase Order may take longer.

PVUSD does not pre-pay for goods or services without prior approval of the Director of Purchasing.

How do I change a Purchase Order once it has been created?

You can use email to make the following changes to a Purchase Order:

- ❖ Increase an Open Purchase Order
- ❖ Cancel a Purchase Order
- ❖ Disencumber a Purchase Order
- ❖ Change a Budget Number

To change a Purchase Order:

Email your site's Accountant the following information:

- ❖ Reason for Change
- ❖ Original amount: \$ZZZ.ZZ
- ❖ Increase/Decrease by: \$XXX.XX
- ❖ New total: \$YYY.YY
- ❖ Account Number
- ❖ Copy the email to the Principal/Manager

If the PO is for services, attach a Proposal or Service Agreement, if applicable.

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The site's Accountant will forward the email to Purchasing Services to create the Change Order to increase the purchase order.

The changes will be printed and sent to the vendor (if applicable).

If the Site decides to cancel a PO, it is the Site's responsibility to notify the Vendor.

How do I return a product?

Returns and exchanges are to be routed through the Warehouse.

- ❖ Email the Warehouse to let them know you are sending back a product.
- ❖ Attach a copy of the Receiving Sign Off indicating which item or items are being returned.
- ❖ Note reason for the return on the Receiving Sign Off with any pertinent information such as the return authorization number, dollar value differences, or if you have already spoken with the vendor.
- ❖ This information will be forwarded to the Accounting Department so that your site/budget account can be credited

When is the last day to enter a Requisition?

The fiscal year end is June 30. To assure payment in the current year please note the following deadlines:

- ❖ All internal Purchase Requisitions must be entered by April 1.
- ❖ Personal Reimbursement and mileage claim forms must be received in the Accounting Department by June 1.
- ❖ Invoices (receipts, tags) from pick-ups, consultants etc... must be received in the Accounting Department by June 11.
- ❖ All Purchase Orders in Financial 2000 are disencumbered June 30 and new requisitions must be created (either automatically as an annual requisition, or manually) for the new fiscal year.