Pajaro Valley Unified School District

Purchasing Department

Phone: 831-786-2195 Fax: 831-728-6922

***What is a Purchase Order?***

A Purchase Order (PO) 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.

There are three types of purchase orders: Itemized with receiving, Itemized without Receiving and Blanket

There are also three types of order options under the VENDOR REQUISTION/DEPARTMENTS:

**PO/BUSINESS DEPARTMEN**T: (This department is used for “regular” PO’s being sent to a vendor/company for supplies, blanket PO’s, services, etc) \*CONTACT PURCHASING WITH QUESTIONS

**ERM/EMPLOYEE REIMBURSEMENT**: (This department is used for reimbursing an employee who paid out of pocket for something (requires pre-approval) and needs to get their money back. This does not become a PO, no PO# is ever assigned, it is just an approval method, for accounting to pay the employee back for merchandise purchased) \*CONTACT ACCOUNTING WITH QUESTIONS

**TR/TRAVEL AND CONFERENCE:** (This department is used for all travel & conferences for employees attending conference, traveling, mileage/gas reimbursements etc. This does not become a PO, no PO# is assigned, it is just an approval method, for accounting to pay for travel/conference fees/ mileage & meal reiumbursements) \*\* CONTACT ACCOUNTING WITH QUESTIONS

***What is the difference between an Itemized Purchase Order and a Blanket Purchase Order?***

The main difference is an itemized purchase order is used when you are purchasing specific items and a blanket purchase order is used when you are specifying a certain “not to exceed” dollar amount. The WITH or WITHOUT receiving will be selecting depending on where the merchandise is shipping to. If it will be coming to our warehouse then PO WITH receiving would be selected in Escape, if it is NOT shipping to the warehouse then PO WITHOUT receiving would need to be selected.

***When should I use a PO/TR/ERM?***

A PO/TR/ERM should be used for all purchases using District funds. This includes all supplies, reimbursements, travel, subscriptions, furniture, equipment, services, etc.

***How do I get a PO?***

Creating a requisition in ESCAPE is the first step in the PO process. If you need assistance or training, contact the Purchasing Department. (Only certain employees at each site will have access to entering orders, please check with your Office Manager/Admin Secretary if this is not your role)

**The following information is required when a requisition is created:**

* **Vendor** If the vendor you would like to use is not in ESCAPE, type the word ADD in the vendor ID line, and use the drop down arrow to **select ADD VENDOR-ATTACH W**9. You will also need to contact the vendor you want to do business with and ask them if they will accept PO’s from us. If they will, then r**equest their W9, and ATTACH it to your requisition in Escape before you submit.** In the **NOTES tab, add phone/fax/email info** so we have all that to create a vendor file for them once we receive your request. Avoid vendors that require pre-payments. We want vendors who are willing to accept our PO’s and payment terms. If they are a sole source provider, and you cannot get around the Pre-Pay requirement, then it needs to be clearly marked on the PO in the MESSAGE AFTER LINE: PREPAYMENT REQUIRED.
* **REQUISITION TAB/COMMENT:** This is entered in the REQUISITION TAB and should give a brief explanation of the order. This also shows up on the Board Report, so please keep it brief, but enough info so they know what it is you are purchasing. (Example: Classroom Supplies, Computers, etc)
* **ITEMS TAB:**  Each line of the requisition will allow you to enter as much information as possible to ensure the right product is ordered. You must include: item numbers/ASIN/ISBN numbers, and detailed product description, size, colors etc from vendors. (MESSAGE AFTER SECTION: USE THIS FOR TELLING US MERCHANDISE IS RECEIVED, OR MESSAGES YOU WANT TO PRINT OUT ON THE PO TO THE VENDOR)
* **ACCOUNTS TAB:** Will default to Account Distribution 1 (found on req tab). Which will allow you to enter accounts and % per order.
* **Ship to location:** Most orders will ship to the DO Warehouse for receiving and will then ship to your site. Exceptions: Furniture, library orders, subscriptions, services Any order shipping to the warehouse needs to also have the ORDER TYPE (On req tab) selected as PO **WITH** receiving
* **NOTES:** The notes tab is where you can enter any INTERNAL info you need PVUSD employees to know, it is also where you will enter your goal/LCAP info *UNDER ITEMS TAB: (MESSAGE AFTER SECTION: USE THIS FOR TELLING US MERCHANDISE RECEIVED, OR MESSAGES YOU WANT TO PRINT OUT ON THE PO TO THE VENDOR.*
* **Quotes:** Not a requirement, but getting your own quotes can help speed the approval process. If you receive pricing for items, attach them to your requisition when submitting for approval. The Purchasing department will request quotes for items as needed.

***Should I send the Purchase Order to the Vendor?***

NO! Once your requisition becomes a PO, it will be submitted to the vendor by the purchasing department. This will avoid the possible duplication of your order.

***Can an order be placed with a vendor without a 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. The District is not required to pay for purchases made without a PO. In addition, the vendor is not required to adhere to the District terms and conditions.

***Can I tell a vendor that a PO is on the way?***

NO! All requisitions must be approved before a PO can be processed. The District is not required to honor oral or unsigned contracts to purchase goods or services. All PO’s are submitted to the vendors from the purchasing department.

***I have received my order, will the vendor be paid?***

All invoices are paid by the Accounting Department. A vendor will be paid once the following has happened:

* PO has been submitted to vendor
* Ordered items have been received by the DO warehouse or school site and received in ESCAPE
* Vendor submits invoice referencing District PO

***How long does it take for a vendor to be paid?***

PVUSD terms are NET 45. This means that the vendor should be paid within 45 days of our receiving the invoice.

As checks are printed at the County Office of Education, it may take up to 45 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 45 days.

***How do I change a PO once it has been created?***

If your order has already been assigned a PO#, then it can only be CHANGED/CANCELLED by the Purchasing Dept. You can send an email to purchasing\_help@pvusd.net to request changes/or cancellations to a PO. Be sure to include the PO#, the VENDOR name, and EXACTLY what needs to be done/change, $ amount increase/decrease etc.

If your order has NOT already been assigned a PO#, then the person who submits orders at your site can access the order, go to TASK and select cancel, or return the order to OPEN STATUS and make the necessary changes and then be sure to RE-SUBMIT the order back into the approval path.

***How do I return a product?***

Return and exchanges of items are to be routed through the warehouse.

* Site should contact the vendor (except Amazon) and make arrangements for the return, get an RMA (return material authorization label) from the vendor that they are approving your return request then, email the warehouse & purchasing to alert them of product to be returned. This email should include the PO, item to be returned, reason for return, any vendor info that has been obtained regarding this return
* When returning item to Warehouse, include copy of signed packing list and send all original packaging
* AMAZON ORDDERS: Email info to the purchasing\_help@pvusd.net email. Purchasing will need to make arrangements for Amazon returns, due to account access.

***When is the last day to enter a requisition?***

* Deadlines vary from year to year. The Director of Purchasing will send out an email to sites around February letting them know the deadlines for the year. Below is a ROUGH estimate of what to expect, but is subject to change.
* **Sites should have spent 70% of their budget before they leave for Winter Break in December of each fiscal year.**

 **DEADLINE ESTIMATES FOR ENTER A REQ: (Detailed list with actual dates will be sent out around February)**

**End of February/Deadline**: All orders for computer/tech equipment, furniture, or any orders over $5000

**Mid March/Deadline:** All orders for supplies/blanket orders, change order request (including graduation, end of year supplies, and toner!)

**Mid April/Deadline:** Budget worksheets due, and School Site Plans due

**First of May/Deadline:** All orders for stores orders, services, Travel/Conference, and spending on all blanket orders, including PALACE

**First of June/Deadline:** submit all invoices to accounting, and all reimbursement request