

## Coosa County Board of Education

### PURCHASE ORDER PROCEDURES

1. Complete a Requisition Form – The requisition form shall be completed as to vendor, delivery address, quantity, item number and description, unit cost, extended cost, and shipping charges. Total the amount of purchases. Sign the requisition and put what funds the order should be purchased from.
2. Send to local bookkeeper or if federal funds send to the proper federal coordinator.
3. Bookkeeper will issue a purchase order and it will be signed by the principal. If Central Office it will be signed by the program coordinator and superintendent. Allow a 3-day turnaround.
4. If purchase order is from the local school, the bookkeeper will let you know when the order is ready to be placed. When all of the merchandise is received, you will need to get with the bookkeeper and sign the purchase order “received by”.

OR

If the purchase order is coming from the Central Office you will receive an e-mail with the purchase order attached and you can place the order. Once all merchandise is received, you should sign the purchase order as “received by” and return to Central Office.

**NO ORDERS ARE EVER TO BE PLACED WITHOUT THE APPROVED PURCHASE ORDER**