

PHS Purchase Order Process

(START PROCESS EARLY – THIS CAN TAKE UP TO 3 WEEKS FROM START TO FINISH)

IMPORTANT NOTE: Quote MUST be received and approved in order to open a Purchase Order (PO). DO NOT submit an invoice.

1. Is the vendor/supplier currently in the PCS Escape System (contact Veronica)? If not, ask vendor if they accept Purchase Orders?
 - a. *If no, we cannot use them as a supplier.*
 - b. If yes, the following information must be obtained before an order can be placed:
 - Complete Company name
 - Physical address
 - Mailing address for Payments
 - Phone # & Fax # to receive Purchase Orders
 - Email to receive Purchase Orders
 - The Company's W-9 IRS tax form
2. Does your account have sufficient funds to make the purchase (contact Veronica)?
3. Is the **Requisition for Purchase Order** form (see example) completed and approved (signed) by either the Athletic Director or Principal?
4. Return signed Requisition form and quote (quote = quote, website cart printout, estimate, flyer – not an invoice) showing amounts to be paid, along with all New Vendor information, if required, to Veronica in the Finance Office.

****QUOTE & INVOICE MUST BE ATTENTION TO YOU, DEPT, C/O PHS, AND ITEMS DELIVERED TO PHS.****

5. New vendor will be created (if needed) and all purchasing information entered into the PCS Escape system.
6. Additional approvals from Principal, Purchasing Department, and Budget/Accounting Department are required in Escape before items are purchased.
7. Once approved the Purchasing Department generates PO and order is placed.
8. When order is received, notify Veronica immediately via email so she can notify the Accounts/Payable Department who will process the payment and forward to vendor.
9. **"Blanket" PO's are available. Discuss with Veronica to see if order qualifies.**
10. PRE-PAID fees – Examples: tournament fees, official fees or any registration fees. Anything where items are not received can still take up to three weeks for payment to be mailed out so... **PLAN ACCORDINGLY.**
11. *Expense Reimbursements are only for mileage and emergencies (with original itemized receipts).*

Veronica Leach, Accounting Clerk

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