

## **Overview of Ordering and Payment Methods for both 5 and 6 digit ASNs**

Use this guide for all purchases, regardless of ASN

### **Default – Ecatalog system**

Uses: Supplies

Steps: Order from vendor website through e-catalog site, Purchasing dept sends to vendor, product delivered, vendor sends invoice to AP dept.

### **Default – AS/400 PO**

Uses: Products

Services

Rentals, professional speakers, etc that require a check

Steps: Type PO, send to vendor, vendor performs, receive invoice, send packet to AP dept.

### **AS/400 Blanket PO**

Uses: Products that are ordered often with same vendor under contract

Services that are ordered often with same vendor under contract

\*Use of blanket PO with vendor NOT under contract limits each purchase to under \$5,000.\*

Steps: Type Blanket PO, send to vendor, vendor performs A, receive invoice A, vendor performs B, receive invoice B, etc throughout the school year. Send packet to AP dept with each invoice.

### **AS/400 Confirming PO**

1. Uses: Services, repairs, etc in which prior total cost is not possible

Steps: Order service, receive invoice from vendor, type PO, receive invoice, send packet to AP dept.

2. Uses: Products ordered via vendor website with a vendor under contract (ie Amazon)

Steps: Order product, type PO, receive invoice, send packet to AP dept.

### **Check Request:**

Uses: Parent and community member reimbursement

Donations

PTO Purchases

Fundraisers (used sparingly and limited to urgently needed checks with reputable vendors)

Steps: Submit Check Request Form to AP dept.

### **P-Card:**

Uses: Food deliveries

Hotel reservations

Plane reservations

Parts urgently needed for operations and maintenance

Steps: Place order, pay for order, submit p-card expense report to A/P dept.

### **Employee Reimbursement:**

Uses: Employee Mileage

Steps: Submit Employee Reimbursement Form to A/P dept.

Detailed ordering and payment procedures are available through PD training and annually published materials. Please contact the Business Department at x2127 with any questions.