



CHIPPEWA VALLEY SCHOOLS

Purchase Order Protocols (POP)

Standard Process

The AS400 Purchase Order method remains the **REQUIRED** process for ordering and payment for **BOTH** General and Internal Funds. All Purchase Orders must be typed, approved, and sent to the vendor PRIOR to the request of goods/services. Additionally, all POs must clearly identify the purchase.

When to Create a Purchase Order (PO)

POs must be created for the following types of purchases (including but not limited to):

- **Physical/Tangible Items**
Supplies, furniture, equipment, goods, or any items that include a product or service warranty
- **Services, Repairs, Inspections (Confirming POs)**
- **Vendors Requiring Prepayment or Deposit**
 - Include the **entire purchase amount**, not just the deposit.
 - Additional guidance can be provided or found on the District's website under Money Matters/District Guidelines
- **Blanket POs for Monthly Recurring Expense**
 - Recurring purchases of supplies and services from the same vendor

Examples: Aquarium cleaning, security services, etc.
- **Amazon Orders**
 - All Amazon purchases must go through the PO process using the district's account
 - **Exceptions:** Digital items and gift cards
- **Field Trips**
 - Include all relevant details: deposit amount (if applicable), date of trip, number of participants, etc.
 - Every effort must be made to pay for field trips with a check. P-Cards *may* be used; however, they will be rare exceptions and need prior approval
- **Organizational Memberships and Renewals**
Examples: MASSP, MAPT, MSBOA, etc.
- **Subscriptions**
Examples: Edpuzzle, SignUpGenius, etc.
- **Events**
Examples: Homecoming, Prom, SANP, Sports Banquets, etc.
- **Any external vendors providing on-site services**
Examples: Kona Ice, bounce houses, ice cream trucks, etc.
- **Apparel**

Reminder: Purchases over \$5,000 require a minimum of three (3) quotes and must be sent to Purchasing for review and approval.