



Fern Ridge School District 28J Request for Purchase Order

VENDOR INFORMATION:		DATE:
NAME:		BUILDING/DEPT:
ADDRESS:		REQUEST BY:
CITY:		APPROVED BY:
STATE:	ZIP:	OFFICE USE ONLY
PHONE:		BUDGET #:
FAX:		PO #:
FEDERAL ID#:		
ORDERING INSTRUCTIONS: (i.e. fax, mail, phone in, return to building for ordering)		

QTY	UNIT/SIZE OR ITEM#	DESCRIPTION	UNIT PRICE	TOTAL PRICE
Please note: Any software/hardware items need to be approved thru Tech Dept before purchasing				
SUB-TOTAL:				
SHIPPING/HANDLING:				
GRAND TOTAL:				

Purchase Order Process

Please follow these procedures when completing a purchase order request:

- 1) **Fill in all blanks.** If you are using a new vendor, please make sure to supply a Federal Tax ID number. We will only set up a new vendor if the requested supplies cannot be ordered from an existing vendor.
- 2) **Attach a shopping cart** or copy of the catalog page you are ordering from (use only current catalogs and throw old ones away). All on-line sites have a shopping cart available.
- 3) **Shipping.** Make sure to add shipping to your orders.
- 4) **Administrator's signature.** After you have filled out your request, turn it in to your building administrator for approval. The administrator will forward the request on to me.

Purchase order requests submitted by 4:00 PM each Wednesday will reviewed, approved, and processed by Friday of that same week. Purchase order requests below \$50 should include a brief explanation noting why the item could not be purchased through petty cash.

If you have any questions, please contact me. Do not contact the building bookkeeper or secretaries, as all purchasing will done through the District Office now. All orders will be sent directly to me. I will make sure we received what was ordered and then deliver the order to you. Please let me know immediately if you have any problems with the order as I will be paying the invoices ASAP.

If I have any questions I will contact you directly. Please remember that if you do not have all of the information that I need, I will have to send the request back to you to be completed.

Thank you,

Laurie Williamson
Accounts Payable
Fern Ridge School District 28J
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