

IW HIGH SCHOOL DISTRICT PURCHASE ORDER INSTRUCTIONS

A Purchase Order must be APPROVED before ANY DISTRICT PURCHASE can be made -- whether it is being paid by check or credit card.

The following areas MUST be completed by clicking in the box provided:

- **Order From Following Vendor:** (The company items are being purchased from)
 - Complete name of the Vendor you are ordering from
 - If the purchase is an on-line purchase, please provide the vendor's website address
 - The mailing address (street or PO Box) for the Vendor
 - City, state and zip code of the Vendor
 - Phone: Phone number to contact the Vendor
 - Fax: Fax number to fax order in to the Vendor **PLEASE PROVIDE!**

- **Odered by:** Insert your name
- **Order date:** The date you are completing the form
- **Account number:** Complete with proper account number if known
NOTE: If the purchases are part of a **grant expenditure**, be sure to indicate which grant. Also, please make a note if you will need a copy of the invoice for your grant records.
- **Account Description:** Indicate the department the items are being ordered for
- **Need by:** Soonest date you need the materials

- **Attention:** Insert your name

- **Item No:** The catalog number or other number given to you for identification by the Vendor
- **Qty:** How many you are ordering. This should be how many of whatever unit you are ordering, i.e. if you are ordering by the dozen, put how many dozen in this spot, if you are ordering "each", just put the number – **DO NOT PUT ANYTHING BUT A NUMBER IN THIS SPACE** (The program is going to multiply the Qty x Each to come up with a total cost.)
- **Item Description:** Give details of the product you are ordering. Be sure to include color, size, unit, or any other needed information.
 - If you need more than one line to complete the description, just click down to the next "Item Description" line, without filling in any of the other columns, i.e. item no., qty., on that line
- **Each:** This is the price you are paying per unit for the item
- **Total:** The program will calculate this for you.
- **Shipping & Handling:** Be sure to find out from the Vendor how to calculate the shipping and handling and enter that amount
- **Total amount:** The program will calculate this form you.

The completed form should be e-mailed as an attachment to the building principal for approval. (It is recommended that you retain either an electronic copy or a printed copy for your records in case the one you submit gets misplaced.)

The building principal will then forward the purchase order with his signature to the district office for approval. The staff member will receive a copy of the purchase order with the principal's signature as confirmation the purchase order has been sent to the district office. Once it is approved by the

Superintendent, the order is placed by the District Office (or you are notified you can make the purchase via credit card or other method). Two copies of the approved PO are returned to the HS Office – one for the person submitting the PO and the other for the HS Office. Your copy should be given to you via your mailbox.