



Purchasing Procedures

Regular PO Process:

1. Requestor completes a Requisition for Purchase with all detail information related to the purchase (item, quantity, price, account to be charged, vendor info, etc).
2. Requestor gets signature from supervisor, and forwards to purchasing department (Dona Moore).
3. Purchasing will turn the requisition into a purchase order and get the approval of the Director of Schools and the Finance Director. The purchasing department will 2 copies back to the requestor (pink copy to keep for records, gold copy to verify receipt of goods and approve for payment). The gold copy must be returned to Purchasing/Accounts Payable for processing.
4. The requestor may now place the order with the vendor.
5. The vendor invoice will be matched with an approved gold copy of the purchase order, and then payment will take place.
6. The finance department will keep all vendor payments on file (with all supporting documentation attached to the invoice).

Note: All purchasing policies are still in effect for the Jefferson County Board of Education related to Bids and Quotations (2.806). Prepayments to vendors are not allowed.

Blanket PO Process:

This type of purchase order is only to be used in instances where we purchase many times from a main vendor on a repetitive basis. Departments authorized to use blanket PO's are Maintenance, Transportation, and Technology.

Type A – Designed for Maintenance and Transportation to use, for supply vendors that they use on a daily basis for parts and supplies. Example's are Walker Supply, Shipe & Catlett Hardware, Leeper Hardware, etc.)

1. The supervisor will requisition an annual amount for each of his vendors to be set up on this type of blanket PO.

2. There may be numerous blanket PO's applicable to one expenditure account. Blanket PO amounts should not total more than the budgeted total for any account.
3. This requisition will be forwarded to the director of schools and the finance director for approval.
4. At the end of each month the supervisor will collect all tickets/invoices from the individual vendors and approve with his signature. The supervisor will contact the finance department to obtain a blanket release number for that batch of invoices. The supervisor should write the release number on each invoice and mail them to finance.
5. Finance will pay the vendor after matching the supervisor provided documents to the vendor invoice. Vendor will not be paid if the invoice amount exceeds the total amount set up for the blanket PO.
6. The invoice, approved copy of the PO, and other documentation will be attached to the check and filed in the finance department.
7. Each amount paid will be liquidated toward the total purchase order amount.
8. Finance will provide a blanket PO status report to each department head on a monthly basis.

Type B – Designed for Maintenance, Transportation, and Technology to use for supply vendors that they use on a regular basis for a variety of items. This type blanket PO is to be used when it is known what exactly will be purchased, quantity, the cost, etc... Example's are Roger's Petroleum, NAPA Auto Parts, Goforth Tire, PCS (computer equipment), etc.. **Finance will approve if a vendor can or cannot be set up on a blanket PO.**

1. The supervisor will requisition an annual amount for each of his vendors to be set up on this type of blanket PO.
2. There may be numerous blanket PO's applicable to one expenditure account. Blanket PO amounts should not total more than the budgeted total for any account.
3. This requisition will be forwarded to the director of schools and the finance director for approval.
4. When needing to purchase specific items, the requisitioner will contact finance purchasing to get a blanket release number against that PO. They will have to provide what is being purchased, quantity, and price. Finance will provide the release number to the requestor.
5. Finance will log all information into a file for each release.

6. The requestor should then contact the vendor, place the order and ***reference the PO and release number*** so that the vendor references that on the invoice.
7. Invoices should be sent to the finance office for payment. Payment will be made after the delivery ticket/packslip is signed by the requestor and forwarded to finance and if the invoice matches to a release in the file.
8. If a match cannot be made between the invoice and releases, the requestor will be contacted for resolution.
9. After payment is made all documents will be filed in the finance department.
10. Each amount paid will be liquidated toward the total purchase order amount.
11. Finance will provide a blanket PO status report to each department head on a monthly basis.

There are some benefits of using blanket purchase orders such as quicker purchasing, less paperwork (less PO's generated), and decreases the impact to organizations for downtime. It requires discipline on the part of the users however to ensure that they approve delivery/receipt documents, always get release numbers before purchasing, and always be aware of the balance remaining on a blanket PO. Amounts for blanket purchase orders will not be permitted to exceed budget amounts for a specific account. All blanket purchase orders will be for a specific amount and for a specific vendor.