

Step by Step Ordering Process

MUST HAVE PO PRIOR TO PLACING ALL ORDERS

ALL ORDERS MUST BE TAX EXEMPT

Requisition Process

- ☐ Complete the requisition form [Here](#) and return to the building secretary.
 - ☐ Be sure to include shipping cost in the total. Estimate big vs. small.
 - ☐ **New Vendor:** If you're using a new Vendor, you'll need to request a [W9](#) and send it to Lissa Bennett at the District Office to have them setup.

Purchase Order

- ☐ Once approved, the requisition will be converted to a Purchase Order and you will be emailed a copy. Requisitions will be approved by the Building Principal, Superintendent, and Treasurer.
- ☐ **Do not place any orders until PO has been received.** Employees may be held personally responsible for anything purchased without a properly-signed PO. See Board Policy 6320-Purchasing and Bidding.

Placing Orders

- ☐ You can now place your order with the Vendor. Refer to the building secretary on placing orders with vendors not listed below.
 - ☐ **Amazon Orders:** Please create an amazon wish list ([Helpful guide here](#)) and share with Lissa Bennett at the District Office.
 - ☐ **Cardmember Service (District Credit Card):** Orders can only be placed at the District Office. The District card is not permitted to leave the office. PO number and amount is required to use the card. All receipts to be emailed to Karen Arthur.
 - ☐ **In Person Vendor Shopping:** PO number and amount is required to check any card out. Card must be returned within **TWO** business days with receipt attached.
 - ☐ GFS
 - ☐ Sam's Club
 - ☐ In person shopping only. Contact Karen Arthur to be listed as an approved shopper.
 - ☐ Please provide **at least 24 hours' notice** before checking out with the Sam's Club card.
 - ☐ Walmart

- ☐ In person shopping only.
- ☐ Be sure to advise that your order is tax-exempt **before** starting the checkout process.
- ☐ If purchasing for multiple POs, you must collect a separate receipt and check out individually for each PO.