



**CFO/Treasurer's Office  
Swanton Local Schools  
108 N Main Street  
Swanton, Ohio 43558**

### Purchase Order Process

When you need to purchase anything or need to be reimbursed for any expenses, you need to complete a Request for Purchase and submit it to your principal or supervisor.

The building secretary will enter the Request for Purchase into the USASWeb Program and have the building principal or supervisor review and sign the printed requisition for approval. Attach any and all additional information related to the printed requisition, including Request for Purchase, registration forms, order forms, professional leave forms, etc.

Once the printed requisition is approved by the building principal or supervisor, the printed requisition is sent to the Superintendent for review and approval. If Superintendent has any questions, building principal or supervisor will be contacted. Once the Superintendent approves the printed requisition, it will be forward to CFO/Treasurer for approval.

After the printed requisitions have been approved by the Superintendent and CFO/Treasurer, the approved printed requisitions will be converted into purchase orders. After purchase orders are printed, the copies will be distributed as follows:

- White – the Accounts Payable Office will place order, unless otherwise requested
- Green – return to requisitioner
- Pink – filed in Accounts Payable Office

When the service is completed or product received, the requisitioner needs to send the green copy of the purchase order to Accounts Payable Office indicating that the order is complete using the “Verification of Receipt of Goods” box..

All invoices and/or packing slips are to be sent to Accounts Payable Office. If the Accounts Payable Office receives the invoice prior to receiving the green purchase order, a copy of the invoice will be sent to the principal or supervisor for approval.

Once there is an invoice and the green copy with an approval to pay, then payment will be made to the vendor. Checks will be processed on the 10<sup>th</sup>, the 20<sup>th</sup>, and the end of the month.

**NOTE:**

Be specific on the types of items you are ordering and who will be using the items. We want to charge supplies to the grade level, subject level, or function making the purchase.

On mileage and meeting requisitions, include dates, locations, and who is attending the meeting along with the completed and approved professional leave form.

If a check needs to be sent with the order, please indicate on the requisition.

If the purchase order should be faxed to the vendor, please indicate on the requisition.

If you are going to phone in the order, please indicate on the requisition.

If a check is needed by a specific date, please indicate on the requisition.

12/22/2017