

Entering Purchase Order (PO) Requisitions

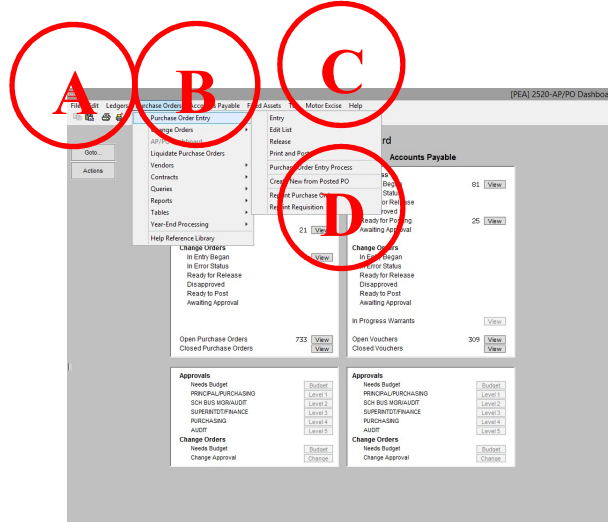
Overview

Once the new fiscal year budget has been opened in the Admins system Purchase Order (PO) Requisitions can be entered. In order to ensure proper segregation of duties (i.e. separate individuals perform separate tasks) and as an accounting “best practice” each School and Department is responsible for entering their own PO’s. This requirement remains in place for all PO Reqs entered whether for the general fund, grants and/or revolving funds. The following steps are to be followed for every PO Req entered into the Admins system.

PO Requisition Entry

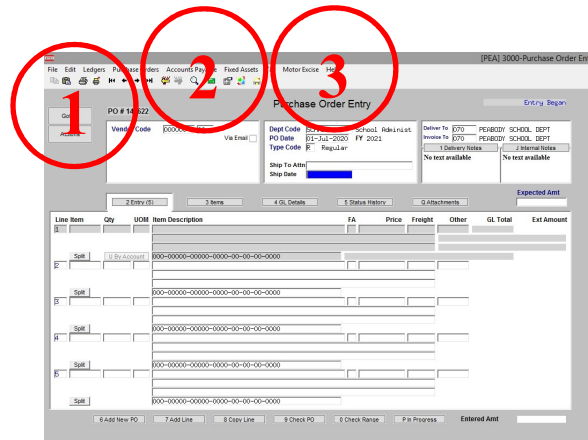
To enter a PO from the Admins Dashboard select:

- A. Purchase Order
- B. Purchase Order Entry
- C. Entry
- D. Once entered return to this memo and select “Release” (see page 2)

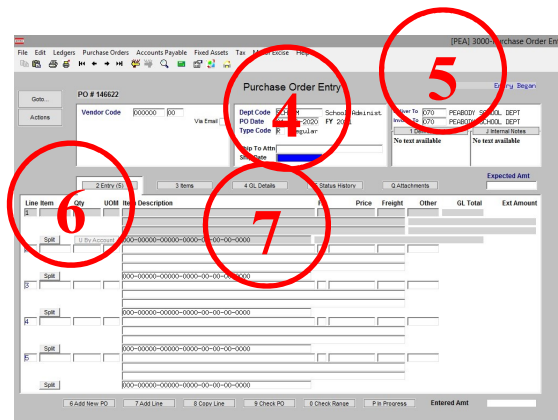


Once at the Purchase Order Entry Screen:

1. PO Number will be automatically assigned
2. PO Date will be automatically assigned
 - Must be 7/1 or later
3. Enter Vendor Code (e.g. “vendor number”)
 - Refer to Vendor Listing
 - Search name alphabetically
 - Verify Vendor Code has correct address
 - New Vendors must provide a W-9 to Accounts Payable (AP) to be added to Admins



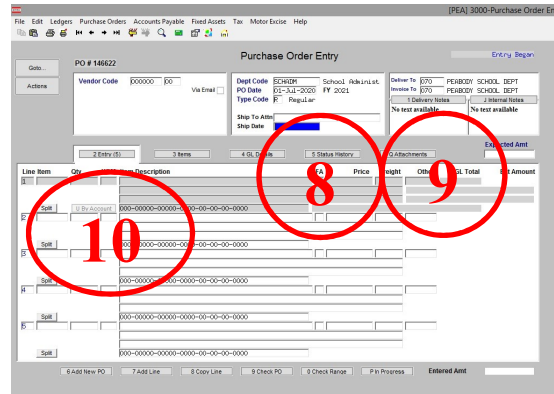
4. Refer to Department Code
 - Defaults based on your Log-in (“Ship To”)
 - Enter a “Ship To” Contact Name
5. Auto default for Deliver To and Invoice To:
 - “070 Peabody School Dept”
6. Do not enter a Unit of Measure (UOM) (“Each”)
 - Format of PO cannot be “unit-based”
7. Enter Description in 1st Line and 2nd Line
 - Per the Purchasing Office the first few words must state “Confirm...”, “Email...” or “Mail...”
 - Add key information (i.e. “Per Quote Dated ...”
 - List Vendor email address in the 2nd line
 - If TEC Bid enter Bid Category (separate memo)
 - If State Contract add the contract number (i.e. “CAM Office Supplies “ITC 66”)



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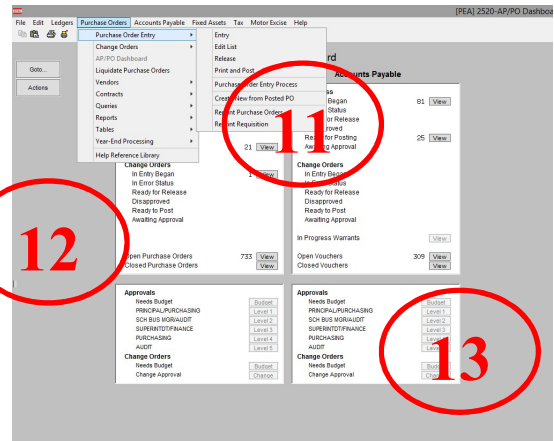
PO Requisition Entry (continued)

8. Enter Price
 - Using current pricing from the TEC Bid
9. Do not enter Freight Charge
10. Select Fund/Account Code from pull-down menu
 - If Fund/Account number is not listed contact Accounts Payable (AP)

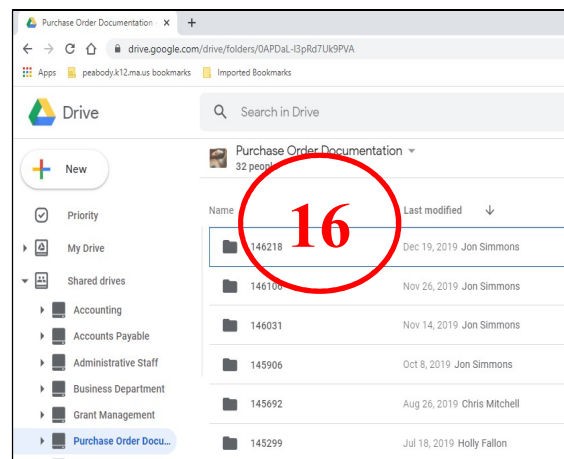
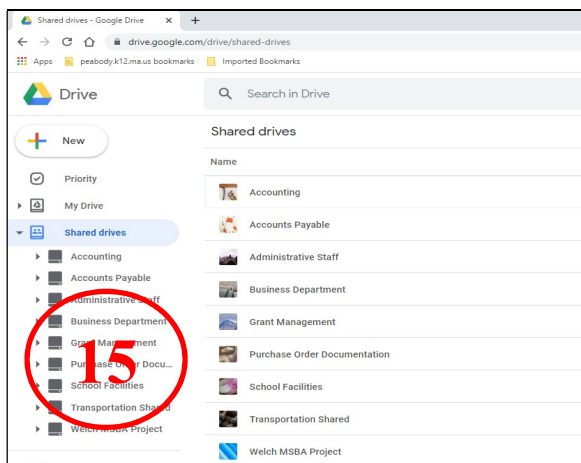


11. After checking the PO for accuracy Release the PO Req under the Purchase Order tab: Purchase Order, Purchase Order Entry, and select "Release".

12. After being released the PO Req will go through a series of approvals:
 - Level 1 – Department
 - Level 2 – School Business Manager
 - Level 3 – Superintendent
 - Level 4 – City Purchasing
 - Level 5 – City Auditor



13. If there are sufficient funds the PO Req will release as normal. If there are insufficient funds the PO Req will go to the Business Manager as "Needs Budget". Once the budget has been addressed the change will need to be approved at each level as well.
14. Scan the "pink" copy of the PO and email it to the Vendor.
15. Print and scan quotes and all other back-up documentation related to the PO.
16. Save the scanned records in the shared "Purchase Order Documentation" organized by fiscal year (i.e. FY21 PO Documentation" and by PO number. There should only be one file for each PO and it can be a multi-page PDF or a single Excel file. The naming convention of the file must be the PO Number and only the PO number (i.e. "123456" not "PO# 123456").



If a change is needed on an approved PO contact the Accounts Payable Office to handle all Change Orders.

For questions and/or assistance on entering and approving PO Reqs contact the Business Office.