

## **PURCHASE ORDERS**

Purchase orders can be used as the prior approval process for internal accounts transactions. The purchase order must be generated prior to making a purchase or obligating the school to purchase items using internal accounts funds.

Internal accounts purchase orders are required for transactions paid via school check or IA P-Card when expenditures exceed established thresholds. District level guidance requires the issuance of an internal purchase order for the purchase of an individual item in excess of \$100, or for a total invoice in excess of \$500. Further, all purchases over \$1,500 must be forwarded to the District purchasing department for approval. The purchase order approval process has been automated through the SBAA module of the Skyward Accounting Software.

The guidance outlined in the paragraph above details when an internal purchase order is required; however, the school administration may further restrict these guidelines and require purchase orders for all internal accounts transactions. This requirement may be implemented in order to simplify and streamline the prior approval process for internal accounts disbursements.

### **Purchase Order Requisition Process**

The teacher or staff member requesting a disbursement that meets either the District or the school level requirements for issuance of a purchase order, must complete an internal Purchase Order Requisition Form. The Purchase Order Requisition Form must include the date, vendor, amount requested, description of items to be purchased, the account to be used for processing payment and the signature of the requestor. The completed form must be reviewed by the SFA to ensure that unencumbered funds are available to cover the purchase. If the SFA determines that adequate funds are available, (s) he must generate the purchase order in the SBAA module of the Skyward Accounting Software. The principal's approval or denial of the purchase order will be processed using the internal accounts approval tree provided in the SBAA module of the Skyward Accounting Software.

Upon receipt of all levels of approval - principal and District Purchasing Department (if required), a purchase order will be generated in the SBAA module of the Skyward Accounting Software.

### **Blanket Purchase Orders**

Blanket purchase orders are issued for a specified period of time (i.e. fiscal year, school year) to make repetitive purchases of similar items. A blanket purchase order allows the purchaser to initiate multiple purchases and payments against the same purchase order.

The SBAA module of the Skyward Accounting Software does not provide an option to issue blanket purchase orders. However, the system does provide the option to initiate multiple payments against a single purchase order.

With the approval of school administration, the SFA may issue multiple payments for purchases of similar items when the same funding source will be used against a single purchase order.