

PROCEDURES TO.....

PLACE AN ORDER

All orders must have a purchase order prior to an order being placed. No orders should be placed without an authorized purchase order being created.

- To place an order, the requestor must first receive an official quote from the vendor. An official quote should consist of the official name of the vendor, the quantity, price per unit, and the total cost. If shipping charges are applicable, this, too, should be listed on the quote. The quote should not include taxes.
- If you are ordering from a website and the only information you are able to provide are screenshots, then the screenshot should consist of the same information as an official quote. The information must be legible in order for the purchase order to be created.
- If you are using a new vendor, a W9 must accompany all quotes. The W9 should be an up-to-date form completely filled out by the vendor. If, for any reason, you receive notification that a W9 is needed and you have previously used this vendor, it may be due to missing information not located in the system for the vendor. This information could be a missing tax identification number, address, etc. The W9 information should be obtained as quickly as possible because without this information the vendor cannot be entered into the system, and no purchase order can be generated.
- Once the quote and W9 is received, these documents will need to be sent to the Bookkeeper for processing. Once the purchase order has been approved and signed, the document will be returned to the requestor for ordering purposes. (Please give 24 hours for processing PO once all required documentation has been received)
- Once an order has been received and accounted for, then, an invoice is needed for payment processing. In most cases, the invoice will be sent to the requestor of the purchase order. Once the invoice is received, it should immediately be sent to the Bookkeeper for payment processing.

PLACE AN AMAZON ORDER

Griffith Public Schools has its own Amazon account. This means that all purchases for school related items that need purchasing should go through the Griffith Public Schools Amazon account. At no time should anyone use their personal Amazon account to make purchases for the school. The school account does not include Prime membership. This means that requestors should plan well in advance to place their Amazon orders to ensure the order is received at the time you want. Please take the following steps to place an Amazon order:

- An email should be sent to the Bookkeeper requesting an Amazon order. The email should contain the link for each item that you are requesting along with the quantity. Also please include the account (extra-curricular fund) that will be charged for the item.
- Once the email is received, then the order will be placed. The minimal shipping fee is the normal selection of choice, but if the requestor is willing to pay for additional shipping charges, this will need to be indicated in the email.

- Once the order is submitted by the Bookkeeper, then final approval is needed by the Griffith Public Schools' Amazon Admin. The admin is notified when order is placed and once the Admin approves the order is submitted to Amazon. (typically takes 1-2 business days for admin to review and approve)
- Once the order is delivered, the requestor will be notified that the item can be picked up.
- Your department will then be billed for the ordered items.

TO HAVE A CHECK PROCESSED

In order for a check to be processed, an invoice must be in the possession of the Bookkeeper. In most cases, the person who places an order also receives the invoice.

- Once a person receives an invoice, the invoice must be sent immediately to the Bookkeeper. In sending an invoice to the Bookkeeper, this is confirmation that the invoice is correct, and all items have been received in good condition. If, for any reason, this is not the case, the Bookkeeper must be notified.
- Checks will be cut on Thursdays of each week. Invoices needing to be paid should be submitted by Monday of that week.
- Of course, emergencies do happen, and these situations will be handled on an individual basis.

TO MAKE A DEPOSIT

To have funds deposited into department accounts, funds must be given to the Bookkeeper.

- Before funds are given to the Bookkeeper, a SA-8 form must be completely filled out. These forms are located with the Bookkeeper. The form is designed with a carbon copy component.
- Both parts of the form will be given to the Bookkeeper.
- Once the funds have been deposited, the Bookkeeper will initial the form and return the yellow carbon copy to the depositor. The carbon copy will then be placed in the office mailbox of the depositor.
- If, for any reason, the Bookkeeper finds a discrepancy with the totals listed on the form, the depositor will be notified either by email or in a written form.

TO REQUEST A CASH BOX

Request for cash boxes need to occur two weeks in advance.

- All requests must be made via email. The email should detail what the cash box is for, when it is needed, and how much will be needed.
- If you want the funds in any particular denomination, this, too, should be indicated in the email.
- A time and date of the cash box pickup will be decided between the requestor and the Bookkeeper.

- Once a pickup time has been established, the requestor will pick up the cash box and sign and date the original email request of the cash box.
- Upon returning the cash box to the Bookkeeper, the requestor will again sign and date when the cash box was returned.