

## Fairfield Local Schools

### ORDER PLACING PROCEDURES

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1. The person initiating the order completes the Purchase Requisition. Including full vendor name, address, phone number, fax number, detailed item numbers, quantities, description and account codes. The Purchase Requisition is then submitted to the building Principal or department Supervisor/Director for approval.
2. Requisitions can also be created using USASWEB via the school website. Contact the Treasurer's office for more information.
3. The Principal or department Supervisor/Director reviews the information, signs and submits to the Superintendent for approval.
4. The Superintendent reviews, signs and forwards to the Assistant Treasurer (Accounting). The Assistant Treasurer generates a Purchase Order and places the order by fax, telephone, or online.
5. When the merchandise is received, the person receiving the order checks the order for accuracy and then signs and dates the Packing List and submit to the Treasurer's office.
6. The Treasurer's Office processes the order for payment.

#### NOTES:

- In some emergency cases, the Treasurer's office may verbally issue a Purchase Order number. However, this should be the exception, *not* the rule.
- The Treasurer's Office will not place any order without a Purchase Order.
- If merchandise is ordered without a Purchase Order, it is conceivable that it may not be approved at all levels, thereby making the person placing the order responsible for payment.
- The State of Ohio Auditors are very clear that the date of the Purchase Order must precede the invoice date. We will not pay an invoice dated prior to the Purchase Order date.