

## Purchase Order/Requisition Procedure

1. Enter your request (requisition) into skyward. Please be detailed and answer the questions when needed, who, what, when, where and why. Make sure to “click” submit for approval. Please see link to video tutorial.
2. If the vendor you want to purchase from is not found, please send a vendor packet (on our website) for them to complete. The company’s information MUST be entered into our system before completion of request (requisition).
3. This requisition will then be set to your supervisor for approval
4. After approval from supervisor this requisition will then go to the Business Manager for final approval and coding correction(s) if needed. **LEAD TIME 5 DAYS FROM WHEN THE BUSINESS MANAGER RECEIVES THE REQUEST.**
5. You will receive an email letting you know that your request has now turned into a Purchase Order and will give you the PO number.
6. NOW you may call the vendor and order your product and/or service.

**PURCHASE ORDER NUMBERS MUST BE GIVEN TO THE VENDOR FOR PROOF OF DISTRICT APPROVAL TO PAY. If the vendor did not receive a purchase order number, then the charge is the originator’s responsibility.**

***\*\*PURCHASE ORDERS ARE CLOSED AFTER THREE MONTHS UNLESS OTHERWISE NOTED\*\****