

# How to Make a Purchase

**Pick a vendor and determine if purchase is to be paid from County Funds or from School Funds**

**County to Pay**

**School to Pay**

**Fill out County Requisition  
Give to School Secretary  
Secretary gets approval signature and budget codes from Principal  
If approved Secretary forwards to Central Office Purchasing Department for processing**

**Fill out Individual School Requisition  
Give to School Secretary  
Secretary will get approval signature and budget codes from Principal**

**If approved at the Central Office  
A Purchase Order will be issued and forwarded to vendor from Purchasing Department  
A copy of approved Purchase Order will be sent back to school and you can check with school secretary to see if approved**

**If approved secretary will process and forward to vendor  
Secretary will give you a copy of the Purchase Order after purchase order is processed**

**Purchases made without a purchase order are your responsibility to pay.  
A Requisition is not authorization to make a purchase  
You must have an approved Purchase Order with Treasurer's and Superintendent's Signatures**

**Purchases made without a Purchase Order are your responsibility to pay.  
A Requisition is not authorization to make a purchase  
You must have an approved Purchase Order with Principal's Signature**