



Purchasing/P-card guidelines:

Requisitions/Purchase Orders:

Requisitions/Purchase Orders are the most desirable method for purchasing. Purchase orders are printed two times daily to maintain accessibility, and are encumbered at the time they are printed.

PO instructions and conditions are printed on the back of the original (white) purchase order. These instructions and conditions must accompany all faxed orders or all orders when the original (white) is not provided directly to the vendor.

The conditions on the purchase order request that all invoices be sent to the Business Office. The Business Office will require a Notice of Order Received (NOR) form as each order is filled. No purchase order will be paid until a NOR form is received in the Business Office (Accounts Payable Department). If building locations receive the invoices, please forward them to the Business Office attached to the NOR form. Purchase orders with register receipts do not need a NOR form. Simply forward the receipt, referencing the purchase order number.

It is the responsibility of all locations to run purchase order reports to make sure all purchase orders are being paid and closed timely. For Elementary locations, this needs to be done before summer.

Procurement cards:

ALL transactions must have an invoice/bill showing what was purchased as well as a receipt showing how the items were paid for (credit card info). If the person making the purchase is not given an itemized receipt, they need to ASK for one. This typically occurs when vendors are using a cash register such as Big Cheese, Lil Caesars or other restaurants and small time vendors like Earthlight, Bright's or Inland Octopus.

Amazon purchases are the most frequent, so attached are 2 invoice/receipt examples that will be considered acceptable. These provide all the receipt-invoice information that is needed. Please provide an invoice for EACH charge (this might involve making several copies). If the P-card charge total involves more than one invoice, please attach those invoices together.

WWPS is subject to sales tax; therefore it is necessary that we pay tax on all eligible purchases that we were not charged for. Always refer to the vendor's receipt! If the vendor did not charge tax and should have, the tax indicator (on your reconciliation process) will be NOT COLLECTED and the building site will be 1000! Do not refer to the BMO website ever for tax (this varies according to the vendor's processes for credit cards)

Walla Walla Public Schools

Bid Requirement Flow Chart

