

School District 50: Haida Gwaii/Queen Charlotte

Policy Subject: PURCHASE ORDERS

Date Passed: NA

Date Amended: NA

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Policy No. 2100.1

Date Approved:

Date Amended:

The five copy purchase order form is used to order goods.

The distribution of the form is as follows:

WHITE- Sent to supplier

PINK- Filed by location in the Board Office accounting files - becomes the basis for payment

GREEN- Filed sequentially in the Board Office - becomes the permanent copy

YELLOW- Used by Board Office to indicate that order is posted to computer when returned to location. Used by location to indicate completion of order when returned to Board Office.

GOLDEN- Location permanent copy

PROCEDURES

1. Pre-numbered purchase orders are prepared by the location and signed by the Principal or District Manager. The original copy is forwarded to the supplier by mail or by facsimile. ALL subsequent copies are forwarded to the Board Office intact, while the Goldenrod copy is held by the location.

2. Upon posting to the computer the yellow will be returned to the location for invoice processing.

3. Invoices will be forwarded to locations for processing against the purchase order. When the purchase order is considered complete, the last invoice should be attached to the front of the yellow purchase order copy and forwarded to the Board Office.

4. Invoices that do not complete the purchase order should be forwarded to the office separately as soon as the goods are received.