

Jefferson City Schools

System Purchase Order Processing Procedure

1. After a purchase order for goods and/or services has been completed, forward it to the Principal for signature/approval. The Principal then forwards the PO to Dr. Donna McMullan for approval (Dr. Angela Vinson will also sign off on Special Education purchase orders). (Please make sure complete address, phone #, and fax # to vendor appear on the PO.)
2. Following Dr. McMullan's approval, the PO is forwarded to Kim Navas for assignment of an account code and validation of available budget.
3. The PO is then sent to Dr. Jackson for his signature and approval.
4. The PO, once signed by the Principal, Dr McMullan, Dr Jackson and account coded by Kim Navas, is then forwarded to Edna Dills who enters the PO into PC Genesis where an official PO number is assigned. The PO is then mailed or faxed to the vendor. The Golden Rod copy (gold copy) is sent to the "Ship To" person so that the items can be validated upon delivery (see Step 5.)
5. Upon delivery of goods/services to the school, it will be the responsibility of the building personnel to make sure the appropriate individual receives the goods. The person who placed the order will validate that goods were received as requested by **signing and dating** the packing slip. Once all goods have been received, the **signed goldenrod copy of the PO with the packing slips attached should be returned to Marcia Edwards in the Business Office.**

Note: *If any technology equipment is ordered, it must have a tracking number assigned by the school's media specialist and should be tagged. Please make sure they are provided the necessary information.*
6. All PO's must have the proper approval signatures and account numbers assigned in order to be processed.
7. Failure to follow the aforementioned procedures could result in the school and/or individual placing the order being responsible for payment.

If you have any questions, please contact your school bookkeeper or the Business Office at (706) 367-2782. medwards@jeffcityschools.org or knavas@jeffcityschools.org