

ORDERING FROM SUPPLIERS

Each site has the ability to order supplies from outside the district. Prior to placing any order, obtain appropriate approval for the purchase [[APS Code: DJB-R](#)]. A list of [vendor links](#) and [pricing agreements](#) is available on the APSNet on the Purchasing Department's web site.

All sales personnel representing firms selling school supplies and/or equipment must contact the [Purchasing Department](#) for approval and/or authorization prior to contacting or visiting any school.

P-Card / Purchase Requisition - Smaller Dollar Amount Purchases From Site Funds / Orders Under \$2,500

The dollar amount of the order may determine how the order should be processed. For smaller dollar amount orders (under \$2,500) sites may contact the supplier directly. When ordering, consider the desired method of payment:

- P-Card payment – The district has [purchasing cards](#) (charge cards) called P-Cards, which can be used for online purchases or for suppliers who do not accept purchase orders. P-Card payments are paid at the time of purchase and are coded to the account the P-Card is tied to. It is important to remember account codes and narratives need to be updated before the P-Card import or journal entries may need to be requested to move expenditures to more appropriate accounts.
- Purchase order – Accounts payable is billed directly and pays all invoices received for purchase orders after verifying goods have been received.
- FPO purchase order – A purchase order is created for payment purposes only. Payment to supplier is requested from Accounts Payable at the time of purchase.

• **Description**

When placing an order for instructional purposes via phone, fax or Internet, request shipping and billing be made to your location. Inform the supplier of the district's sales tax exempt status when making purchases that are tax exempt and request a sales tax exempt status. You may have to provide the district's sales tax number (located in the [Sales Tax section](#) of this manual).

The Accounts Payable Department runs AP (accounts payable) checks four times a week. To find out the printing schedule you may call 303-365-5811, or see the Accounts Payable web site on the APSNet for more detailed information. If you need an emergency check, e-mail the director, finance to make arrangements for a special check run.

The Accounts Payable Department will mail all supplier checks directly to the supplier. All employee expense checks will be mailed the employee's home address. Parent and student refund checks will be mailed to your site for distribution.

Obtain a signature from the authorized administrator/budget authority on employee expense receipts. Attach receipts electronically to the employee expense screen in Oracle. Keep **original itemized documentation** (invoices, receipts, etc.) for your files. (See the Archives section of this manual).

Purchase order invoices that have been entered and approved in Oracle, but not yet paid, will show up on APS GL Transaction History (M352) reports and APS GL Transaction History Download XML (M367) reports under the budget codes for which they were entered.

● **Procedure**

To enter an iProcurement requisition in Oracle:

- See Oracle help sheet for Submitting a Non Catalog Requisition, Submitting a Requisition for Catalog Items, Creating a Non Catalog Requisition – Pay Only (FPO), Creating a Non Catalog Requisition – Refund (PSG)

NOTE: When ordering from suppliers, verify they have already been entered into Oracle as a supplier. If they are not currently listed in Oracle, the supplier must register themselves using iSupplier. To add a parent, student, guardian or facilities rental customer, fill out an Oracle supplier request form. New suppliers are reviewed by Human Resources and the Accounts Payable Department.

To request additions or changes to parents, students, guardians or facilities rental customers in Oracle:

- Complete the Oracle supplier request form located on the APSNet at http://www.apsnet/acctg/Forms/Oracle_Supplier_Request_Form.htm.

Purchase Requisition - Larger Dollar Purchases From Site Funds / Orders Over \$500.00

Large purchases are generally considered to be orders that are greater than \$1,000 or equipment that exceeds \$500 and needs to be tracked in the Oracle fixed assets system. For these types of transactions, using purchase requisitions is encouraged in all instances and require in certain cases (Bond Fund, Capital Reserve Fund, etc.). Any purchase over \$25,000 must be approved by the appropriate division chief. Any purchase over \$750,000 must be approved by the board of education [[APS Code DJB](#)].

There are many benefits to using purchase orders:

- Warehouse personnel will handle shipping issues (damaged goods, incorrect shipments and missing items).
- Equipment will be tagged and entered into the Oracle fixed assets system.
- Detailed on-line documentation of the transaction including approvals, receipts and invoices.
- Convenience of the Accounts Payable Department handling the payment of all invoices.

NOTE: Purchases up to \$2,500 (that are not for capital assets) may be made with a district P-Card (excluding equipment and 0644/0645 instructional materials).

• **Description**

Sites may contact suppliers for prices and shipping charges (if any) and enter a purchase requisition in Oracle. A good rule of thumb for shipping charges is 5% of the order total for light items and 10% of the order total for heavy items.

Once the request is entered into Oracle, and has received the appropriate approval, the [Purchasing Department](#) will create a purchase order. These purchase orders are e-mailed or faxed to the supplier.

The merchandise will ship to the [district warehouse](#), where it is checked in and delivered to the sites. Goods will not be checked in by the warehouse if a single line description is used to purchase a variety of items. When delivery is made to sites, the warehouse requires a signature on a delivery control sheet for receipt of delivery of all general delivery items. Keep the yellow copy of the delivery control sheet for your records. You will be required to receipt items in Oracle.

NOTE: The Purchasing Department recommends you keep a [purchase order log](#) to track your external purchase requests. You may create your own (to include the date of entry, requisition number, purchase order number, budget code), or use the P.O. log located on the APSNet at <http://printservices.aurorak12.org/files/2009/09/PurchaseOrderLog2010.pdf> .

It is important to remember that a single line item on a purchase requisition can be charged to several different accounts. This will allow for accurate distribution of the charges. See the procedure section below.

Paid purchase orders and corresponding invoices will show up on [APS GL Transaction History\(M352\)](#) or [APS GL Transaction History Download XML \(M367\)](#) reports under the budget codes for which they were entered. Unpaid purchase orders can be found on [APS PO, Requisition and Trip Details \(M220\)](#) report under the budget codes for which they were entered.

- **Procedure**

To enter a purchase requisition in Oracle:

- See the Oracle help sheet [Submitting a Non Catalog Requisition.](#)

To charge a single line item on a requisition to more than one account:

- See the Oracle help sheet [Charging a Purchase Requisition Line to Multiple Budget Codes.](#)

Please see the [Purchasing Department](#) web site for more helpful information regarding pricing agreements, vendor links, etc.