## **Purchase Order Procedure**

CUDDITED.

#### INVOICE TO: NORTHWEST SCHOOL DIVISION NO. 203

MEADOW LAKE OFFICE 606 - 5th Avenue West, Meadow Lake, SK S9X 1A9 Phone (306) 236-5614 • Fax (306) 236-3922

Tel: 306-	on, SK S01-952-12121 ORDER NO. ine 15, 20	Fax: 306-952-1213	Lake, SK S9X 1T9
Cat. No.	Pg. No. Qty	. Description	Unit Price Total
56729	26 2	3" Binders	\$3.00   \$6.00
			Sub-Total \$6.00

SPECIAL INSTRUCTIONS: Quote P.O. Number on all invoices.

Prepay all shipping costs and bill the above.

### 1. Supplier:

- -Print the supplier's complete address Box #/Street address, City/Town, Province & Postal Code
- -Print the suppliers phone &/or Fax number

Note: Whenever possible use <u>PCards</u> for US Vendors. Using PCards records the foreign exchange rate at the time of transaction.

2. **Ship To:** Write school's full address

#### 3. Purchase Order No.:

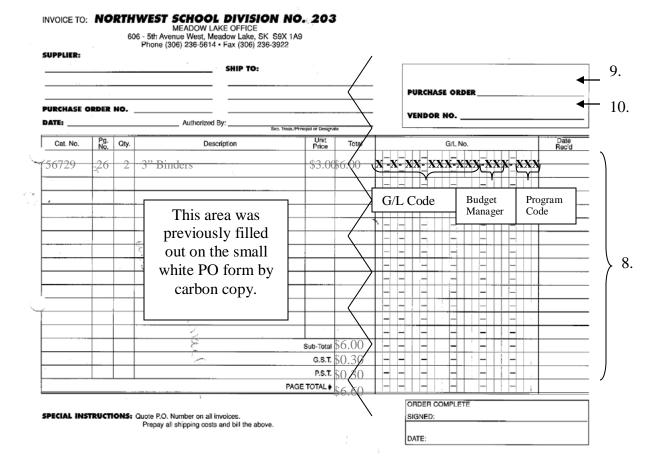
- 8 digits: XXX-XXXXX
- -XXX- the first 3 digits represents Budget Manager for the School
- -XXXXX the next 5 digits represents numerical sequence of PO's issued by the school

- 4. **Date:** this is the date order goods
- 5. <u>Authorized by:</u> Principal's or designate (name of designate are to be reported to the Division Office) sign authorizing that they approve the purchase of the particular items at the specified cost.

Note: If there are any changes to the cost after the authorizer has signed the document they will have to approve the changes.

- 6. <u>Cat. No., Pg No., Oty., Description, Unit Price, Total:</u> Complete this area with as much information as possible. The more information the better this will allow for efficient processing.
- -When the school is aware of the shipping include this on the purchase order form
- -Also when the school is aware of the all the applicable <u>taxes</u> include this on the PO form as well.
- 7. The School will then fax or mail the completed small white PO form to the vendor to order good(s)/service(s)

## White Copy of Purchase Order

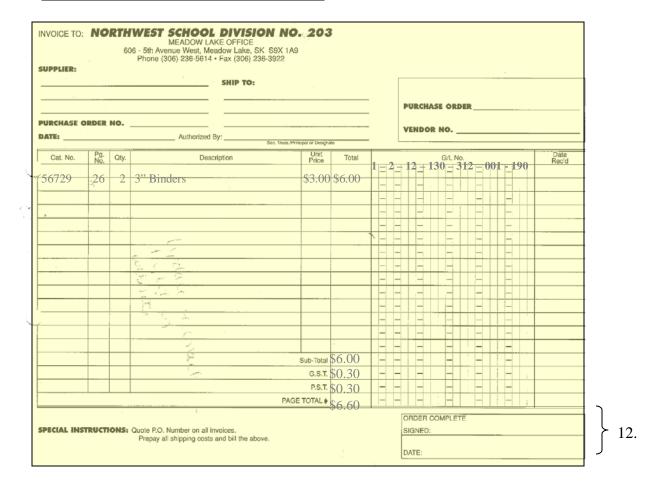


- 8. <u>G/L No., Date Rec'd:</u> Enter the G/L code X-X-XX-XXX-XXX-XXX on the 8.5 x 11 white copy of the PO form.
- -X-X-XX-XXX-XXX The first 10 digits is the G/L code
- -XXX the next set of 3 digits are the Budget Manger (BM) Codes
- -XXX the next set of 3 digits after the BM are the Program Codes

Example - 1-2-12-130-312-001-190

- -1-2-12-130-312 Academic Supplies
- -001- Carpenter High School
- -190- Pre-K
- 9. <u>Purchase Order:</u> This will be the same as the Purchase Order No. on the small white PO form. (SEE #3)
- 10. **Vendor:** Accounts Payable Clerks at the NWSD ML Office fill this in.

# 11. Yellow Copy of Purchase Order



- 11. Send the yellow copy of the PO to the NWSD Meadow Lake Office to input into Navision.
- 12. Order Complete Signed: & Date: in most cases this section will be blank.

## **Pink Copy of Purchase Order**

			SHIP TO:	-			PURCHAS	SE ORDER			
Authorized By:  See, Treas, PPropal or Designate							VENDOR NO.				
Cat. No.	Pg. No.	Qty.	Description	Unit Price	Total			G/L No.		Date Rec'd	
6729	26	2	3" Binders	\$3.00	\$6.00	1 - 2	- 12 - 13	30 <del>-</del> 312 <del>-</del>	001 - 190		
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			<u> </u>	Sub-Total	\$6.00						
			<u> </u>		\$0.30						
					\$0.30		-     -				
	-			PAGE TOTAL ♦	ψ0.50						

13. <u>Order Complete – Signed: & Date:</u> - Once good(s)/service(s) are received sign and date (use the date received good(s)/service(s)) the pink PO form and then forward to NWSD Meadow Lake Office.

-In some cases the vendor will mail the invoice directly to the Meadow Lake Division Office and in other cases the invoice will be sent with the goods. If the invoice is sent with the goods please ensure that this invoice is forwarded to the Meadow Lake Division Office.

## MEADOW LAKE OFFICE 606 - 5th Avenue West, Meadow Lake, SK S9X 1A9 Phone (306) 236-5614 • Fax (306) 236-3922 SUPPLIER: SHIP TO: PURCHASE ORDER PURCHASE ORDER NO. VENDOR NO. DATE: Authorized By: Cat. No. Description Sub-Total G.S.T. P.S.T. Write Partial - sign & date PAGE TOTAL . SPECIAL INSTRUCTIONS: Quote P.O. Number on all invoices. SIGNED

DATE:

INVOICE TO: NORTHWEST SCHOOL DIVISION NO. 203

- 14. <u>Partial shipments</u> please send a photocopy of the PO form indicating that it is a partial shipment explaining what was received, date received and sign. Examples of things to include to let us know that is a partial provide packing slips &/or copy of original order indicating on it any items received.
- -Once final partial shipment is received sign, date and send in the pink PO. **Note: The date is when final shipment was received.**

Prepay all shipping costs and bill the above

-When the NWSD Meadow Lake Office receives either partial or pink PO, they match them with invoice(s) received and will be paid at this time.

If you have any questions, please do not hesitate to contact: Eleanor Brookes at 306-236-9562 or <a href="mailto:eleanor.brookes@nwsd.ca">eleanor.brookes@nwsd.ca</a>, Kirsten McConnell at 306-236-9561 or <a href="mailto:kirsten.mcconnell@nwsd.ca">kirsten.mcconnell@nwsd.ca</a> or Jean Conlon at 306-236-9560 or <a href="mailto:jean.conlon@nwsd.ca">jean.conlon@nwsd.ca</a>. Accounting Fax # 306-236-1283.

#### We are glad to be of assistance!

This procedure is located on www.nwsd.ca under documents & forms/Accounting.