

# Purchase Order Procedure

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

**SUPPLIER:**

1. {  
 The Giggle Factory  
 Box 650  
 Saskatoon, SK S0M 1V0  
 Tel: 306-952-1212 Fax: 306-952-1213  
 3. ← **PURCHASE ORDER NO.** XXX-XXXXX

**SHIP TO:**

Carpenter High School  
 Box 369  
 Meadow Lake, SK S9X 1T9

2. }

4. ← **DATE:** June 15, 2010 Authorized By: \_\_\_\_\_ 5. →  
Sec. Treas./Principal or Designate

Cat. No.	Pg. No.	Qty.	Description	Unit Price	Total
56729	26	2	3" Binders	\$3.00	\$6.00
Sub-Total					\$6.00
G.S.T.					\$0.30
P.S.T.					\$0.30
<b>PAGE TOTAL ↓</b>					<b>\$6.60</b>

6. {

**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 PCards 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. **Authorized by:** 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. **Cat. No., Pg No., Qty., Description, Unit Price, Total:** 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 taxes 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

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

**SUPPLIER:** \_\_\_\_\_

**SHIP TO:** \_\_\_\_\_

**PURCHASE ORDER NO.** \_\_\_\_\_

**DATE:** \_\_\_\_\_ Authorized By: \_\_\_\_\_  
Sec. Treas./Principal or Designate

**PURCHASE ORDER** \_\_\_\_\_ ← 9.

**VENDOR NO.** \_\_\_\_\_ ← 10.

Cat. No.	Pg. No.	Qty.	Description	Unit Price	Total	G/L No.	Date Rec'd
56729	26	2	3" Binders	\$3.00	\$6.00	X-X-XX-XXX-XXX-XXX-XXX	
						<div style="display: flex; justify-content: space-around; font-size: small;"> <span>G/L Code</span> <span>Budget Manager</span> <span>Program Code</span> </div>	
						<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">                     This area was previously filled out on the small white PO form by carbon copy.                 </div>	
					Sub-Total	\$6.00	
					G.S.T.	\$0.30	
					P.S.T.	\$0.30	
					<b>PAGE TOTAL</b>	\$6.60	

**SPECIAL INSTRUCTIONS:** Quote P.O. Number on all invoices.  
 Prepay all shipping costs and bill the above.

ORDER COMPLETE

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

8. **G/L No., Date Rec'd:** Enter the G/L code X-X-XX-XXX-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. **Purchase Order:** 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.



# Pink Copy of Purchase Order

<b>INVOICE TO: NORTHWEST SCHOOL DIVISION NO. 203</b> MEADOW LAKE OFFICE 606 - 5th Avenue West, Meadow Lake, SK S9X 1A9 Phone (306) 236-5614 • Fax (306) 236-3922													
<b>SUPPLIER:</b> _____					<b>SHIP TO:</b> _____								
<b>PURCHASE ORDER NO.</b> _____					<b>PURCHASE ORDER</b> _____								
<b>DATE:</b> _____ Authorized By: _____ <small>Sec. Treas./Principal or Designate</small>					<b>VENDOR NO.</b> _____								
Cat. No.	Pg. No.	Qty.	Description	Unit Price	Total	G/L No.				Date Rec'd			
56729	26	2	3" Binders	\$3.00	\$6.00	1	2	12	130	312	001	190	
					Sub-Total	\$6.00							
					G.S.T.	\$0.30							
					P.S.T.	\$0.30							
					<b>PAGE TOTAL</b>	<b>\$6.60</b>							
<b>SPECIAL INSTRUCTIONS:</b> Quote P.O. Number on all invoices. Prepay all shipping costs and bill the above.										ORDER COMPLETE SIGNED: _____ DATE: _____			

} 13.

13. **Order Complete – Signed: & Date:** - 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.

