

Bella Vista Elementary School District

Purchase Order Process

1. Complete purchase order and submit it to the superintendent for approval. After the purchase order has been initialed, you may hand deliver it to the Business Office or place it in the business secretary's box.
2. After the purchase order is received in the Business Office, it will be encumbered and printed with the P.O. number. The Business Office will then place the white and green copy in the requester's box. It is the responsibility of the requester of the purchase order to either fax, call, or mail the white copy to the vendor.
3. When you receive the items you have ordered, a bill will come to the Business Office. It will be placed in your box with an "approval for payment" stamp. Sign and return the bill to the District secretary. If there is a problem with the invoice and the bill is not paid, let the District Secretary know right away. Payment will not be processed without your approval, so your prompt attention to invoices will be greatly appreciated.

OUT OF POCKET PURCHASES BY TEACHERS

1. Request procedure will be the same as purchase orders. You must have prior approval for purchases.
2. Complete a reimbursement form and return it to the superintendent for approval. The superintendent will pass on the reimbursement form to the Business Office.