

**ST. JOHNSBURY SCHOOL DISTRICT
PURCHASE ORDER FORM DIRECTIONS**

1. Use a blue/black pen when completing these forms and print clearly. We usually fax purchase orders in an effort to get the goods into your hands as soon as possible. However, forms written in pencil or colored ink or are not printed neatly will not transfer clearly on the other side. ORDERS SUBMITTED IN PENCIL OR COLORED INK WILL BE RETURNED FOR YOU TO CORRECT.
2. You are responsible for providing ALL of the following information:
 - COMPLETE CURRENT company name and address;
 - Company phone and fax numbers (we can't fax orders without a fax #);
 - Name of staff member requesting the materials (so goods can be delivered to you);
 - Quantity ordered, catalog number, unit price & total price for each item (please note-incorrect pricing may lead to delays in the ordering process);
 - Sub-totals for each page in your order;
 - A grand total for multi-page orders;
 - Shipping & handling – you need to add 10% shipping unless you specify that shipping is free for a specific order;
 - Total order – total of items ordered plus shipping & handling.
3. The completed purchase order should then be submitted to your supervisor.
4. After approving the purchase order and assigning an account code, your supervisor will then forward the form to either the Superintendent or the Business Manager.
5. After the Superintendent/Business Manager have approved the form, the purchase order will be sent to Sharon Alger in the Business Office where a purchase order number will be assigned and the form will be faxed to the vendor. A blue copy of the purchase order will be returned to you indicating the order has been placed. **Please allow up to one week for purchase orders to be processed once received by the Business Office.**
6. When the order is received the package will be delivered to you. It is your responsibility to verify that all items ordered have been received. Once the order has been verified, sign and date the packing slip. The packing slip should then be forwarded to Sharon Alger in the Business Office in order to process payment to the vendor.

If any item(s) need to be returned, it is your responsibility to contact the vendor and get instructions on how to return the items. Let Sharon Alger in the Business Office know to expect a credit on the vendor account.

NOTE: ANY PURCHASE ORDER THAT IS NOT COMPLETE WILL BE RETURNED TO YOU FOR COMPLETION. THIS CAN DELAY THE PURCHASE ORDER PROCESS. PLEASE CHECK YOUR FORM(S) CAREFULLY TO ASSURE THAT ALL THE DATA IS COMPLETE PRIOR TO SUBMITTING THEM TO YOUR SUPERVISOR.

