

Pottsboro ISD

Purchasing 101



I want to purchase something!!

What do I need to do??



THE BASICS

1. Purchase Requisition
2. Purchase Order
3. Receiving Report or packing slip
4. Invoice
5. Accounts Payable Check

PURCHASE ORDER

1. Once you have received a copy of your **APPROVED** Purchase Order, you may order your items from your vendor via fax, email, phone, etc.
2. You may not make any purchase without an approved purchase order or you may be subject to pay for it yourself.

Pottsboro ISD
 105 CARDINAL LANE POTTSBORO, TX. 75076
 Phone: (903) 771-2977 Fax: (903) 786-2020

S Attn: JANET WILSON
 H P.O. BOX 555
 T 105 CARDINAL LANE
 I POTTSBORO, TX 75076
 P Requestor: JANET WILSON

V BUFFALO BUSINESS PRODUCTS
 E 1236 SOUTHRIDGE CT. #201
 N HURST, TX 76053
 D
 O
 R

P.O. NUMBER 170992
 ATTACHMENTS N
 P.O. DATE 04-05-2017
 DELIVER BY 04-05-2017
 REQ NBR 171027
 VENDOR NBR 51847
 REF NBR
 BID NBR
 FEDERAL ID NBR 75-1613094
 VENDOR NOTE

Page: 1 of 1 Vendor Phone: (940) 665-8000 Vendor Fax: (940) 665-9499

SEQ	QTY	UNIT	CATALOG NBR	DESCRIPTION	UNIT PRICE	DISCOUNT	FREIGHT	TOTAL PRICE
001	1.00			SUPPLIES	259.23000	.00	.00	259.23
TOTAL P.O.								\$259.23

ORIGINATOR	DATE	REQUESTOR	DATE	APPROVER	DATE
JANET L WILSON	04-05-2017	JANET L WILSON	04-05-2017	DONNA S HENDERSON	04-05-2017
APPROVER	DATE	APPROVER	DATE	RECEIVED BY	DATE
DONNA S HENDERSON	04-05-2017				

RECEIVING REPORT /PACKING SLIP

1. The receiving department signs that the package(s) are received.
2. Upon receipt of item(s), purchaser must verify that the item(s) in the box(es) are the item(s) ordered.
3. **If all is correct and complete, purchaser will then sign and date the receiving report or packing slip and return to the Accounts Payable Clerk with a copy of the approved PO.**
4. If the order is wrong, purchaser will contact the vendor about corrections. If the order is incomplete, keep all receiving reports and packing slips until the full order is fulfilled.
5. If an invoice is emailed to you, please forward it to therece.hodnett@pottsboroisd.org.

Maniowoc
Foodservice Group

PACKING SLIP
Pack Slip Nbr: PS-2111907 DATE: 09-DEC-16 PAGE: 1 of 1
THIS ORDER NO. MUST APPEAR ON ALL INVOICES, PACKING LISTS, CARTONS AND CORRESPONDENCE RELATED TO THIS ORDER.

SHIP FROM:
MANITOWOC FOODSERVICE WALK-IN & REFR
2915 TENNESSEE AVE
PARSONS, TN 38363, United States

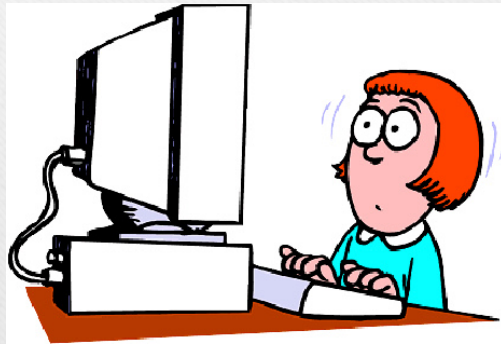
BUYER INFORMATION:
PRIDE MARKETING & PROCUREMENT
826 FOCUS STREET STE 200
METAIRIE, LA 70006, United States

SHIP TO:
SUPREME FIXTURE CO INC
POTTSBORO RD
105 CARDINAL LANE
PAUL WICKETT
POTTSBORO, TX 75076, United States

WAYBILL NO. 123158290278667484	DELIVERY NO. 11482040	PICK-UP DATE 09-DEC-16					
PAYMENT TERMS		F.O.B.					
FREIGHT TERMS PREPAID		SHIP VIA UPS GROUND					
ITEM	DESCRIPTION	CUST PO	SO NBR	SO LINE	QTY ORDERED	QTY SHIPPED	UNIT
238241075	KEYS ONLY #1511	POTT-1001	6648020	1.1	1.00	1.00	EA
GROSS WEIGHT 0.00 LB		NET WEIGHT LB		VOLUME:			
EXTERNAL ASPECT:				DATE:			
ADDITIONAL INFORMATION:				AUTHORIZED SIGNATURE			
TOTAL CARTONS: 0							

Paul Wickett
12/14/16
Sk walk-in freezer

Requisitions for
Pottsboro Education Grants will need to be
submitted directly to the Business Manager



Any questions.....

Contact:

Terri Hodnett
Accounts Payable, ext 5202
Or
Janet Wilson
Business Manager, ext 5200