
PURCHASE ORDER APPROVAL AND DISTRIBUTION PROCESS (PUR-P002)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 To establish and maintain a method of approving and distributing Purchase Orders in the Wenatchee School District.

The online version of this procedure is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Accounting, Assistant Accountant of Accounts Payable/ Purchasing.

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Accounting, Chief Financial Officer

4.0 DEFINITIONS:

- 4.1 P.O. - Purchase Order
- 4.2 Control Group - batch of Purchase Orders
- 4.3 WSIPC - Washington School Information Processing Cooperative
- 4.4 WISE - Washington Information Systems for Education
- 4.5 VAX - mainframe computer utilized by Wenatchee School District Information Systems

5.0 PROCEDURE:

- 5.1 The Assistant Accountant or designee signs into the WISE fiscal system in the VAX to access the Purchasing database.
- 5.2 The Assistant Accountant checks the database for all existing control groups in the system containing newly submitted purchase orders and screens them for errors.
 - 5.2.1 If a control group contains a purchase order with errors, the Assistant Accountant will then determine the problem and correct the error. The Assistant Accountant then re-edits the control group to clear the error and continues with the purchase order process.
- 5.3 Once the Assistant Accountant ensures that there are no errors remaining to be edited, the Print option is selected in the WISE Fiscal system and purchase orders are then printed on the District's online printer.
- 5.4 The Assistant Accountant will prepare the printed purchase orders for the Director of Accounting's approval.
- 5.5 The Assistant Accountant will forward the P.O.'s to the Director of Accounting for review, approval, and final signature.
- 5.6 The Director of Accounting reviews the P.O.'s to ensure proper guidelines are met. At a minimum, the following items are checked:
 - 5.6.1 Vendor used

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- 5.6.2 Item(s) to be purchased
- 5.6.3 Accounting code
- 5.6.4 Dollar amount to be encumbered.
- 5.7 If the purchase order meets the above guidelines, the Director of Accounting will give final approval to the P.O. by signing the hard copy.
 - 5.7.1 If the P.O. is not acceptable, the Director of Accounting shall resolve the conflict or void the P.O. and notify the originator.
- 5.8 The Director of Accounting will return the signed P.O.'s to the Assistant Accountant for disbursement.
 - 5.8.1 The Assistant Accountant will review the P.O.'s for changes to accounting codes and make any needed adjustments in the WISE Fiscal system.
- 5.9 The P.O.'s are committed by the Assistant Accountant in the WISE Fiscal system.
- 5.10 The Assistant Accountant shall distribute the four purchase order copies as follows:
 - 5.10.1 White: Original; mailed and/or faxed to out-of-town vendors (in-town, unless otherwise specified, are given back to the originator for them to deliver to the local vendor for purchase).
 - 5.10.2 Canary: Filed alphabetically by vendor in the Accounts Payable purchase order binder located in the Accounting Department.
 - 5.10.3 Pink: Sent to the originator's location.
 - 5.10.4 Goldenrod: Sent to the school district's warehouse if merchandise is to be received there. If not, the goldenrod copy is discarded.
 - 5.10.5 Travels P.O.'s are distributed by the Assistant Accountant for Accounts Receivable/Travel.
- 5.11 For the Purchase Order Completion/Finalization Process, please refer to that procedure.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 State Accounting Manual
- 6.2 WSIPC Fiscal Manual
- 6.3 Purchase Order

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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Purchase Order	Vault	Six years	Discard as desired	In WISE system
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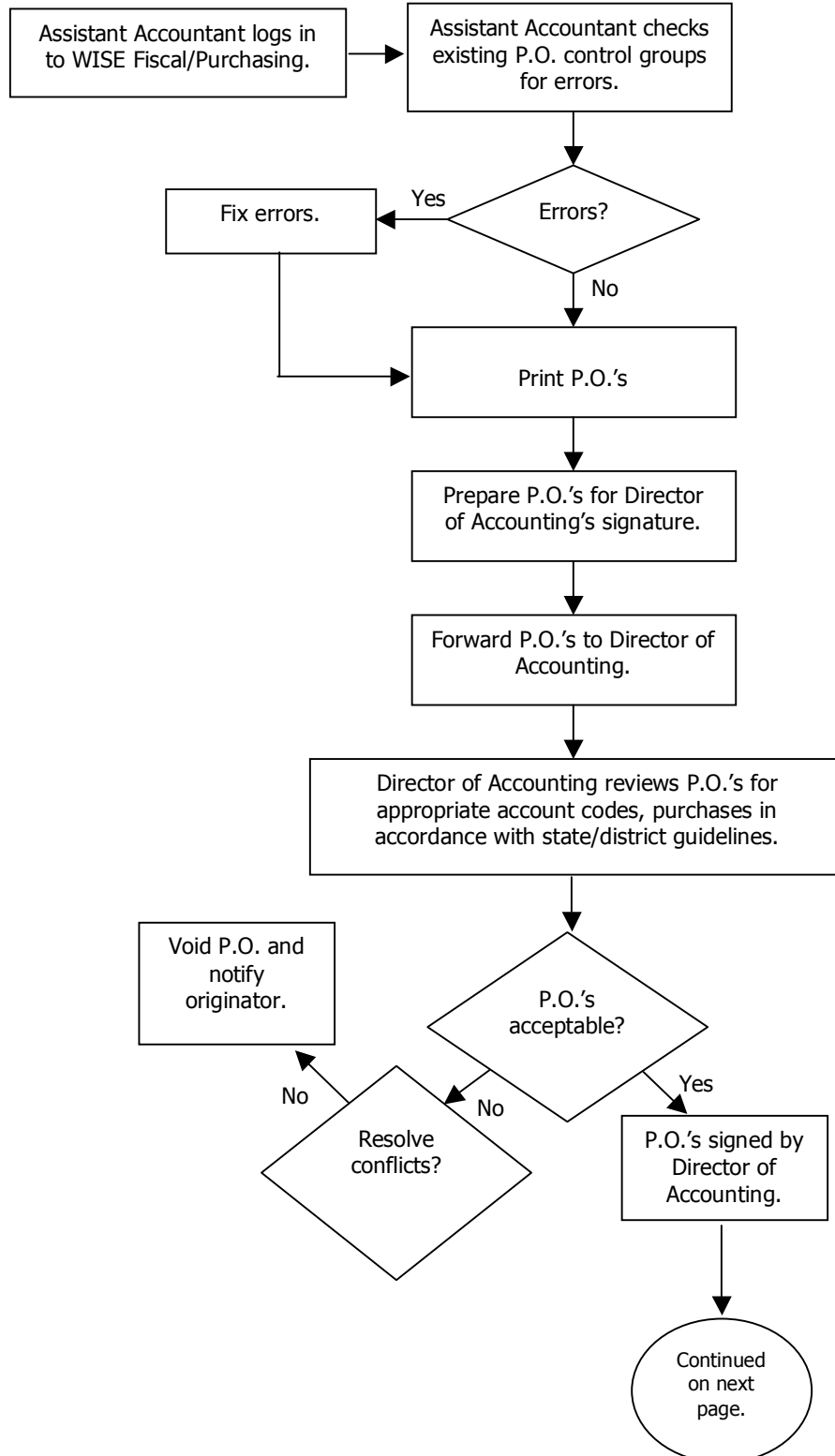
8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
12-June-01	A	Original Release
08-Jan-04	B	Updated job title of Business Operations Accountant to Director of Accounting
13-Jan-04	C	Added Chief Financial Officer to 3.0
09-Dec-04	D	Removed 5.4.1 and 5.4.2 to reflect current practice; changed wording of 5.10 from "four-part purchase order" to "four purchase order copies"; updated flowchart

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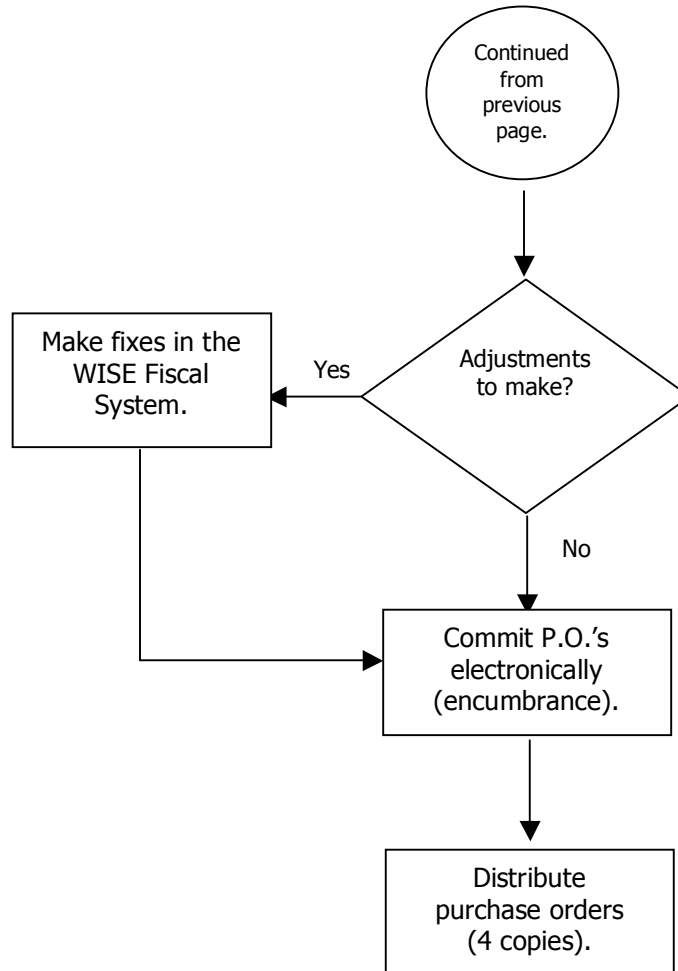
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Exhibit "A"



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**** End of procedure ****