

## **Moore County Schools Purchasing Guidelines** (Rev. 02/10)

1. All purchase orders should be obtained from the school bookkeeper.
2. Bookkeeper should have a numeric log of P.O. #'s and who they are issued to. This can be used to track open P.O.'s.
3. Each P.O. should obtain the corresponding information: P.O. #, vendor name, vendor address, items ordered with appropriate amounts and account to which the funds are to be paid out of.
4. Purchase orders are submitted to the bookkeeper, who then communicates the availability of funds to be spent to the principal.
5. Principal approval is to be obtained on every purchase order before items are ordered.
6. Once items are received, all pertinent shipping information should be attached to the P.O., marked O.K. to pay and given to the bookkeeper on a timely basis.
7. Once an invoice is received, the bookkeeper matches the P.O. to invoices received. The bookkeeper either investigates any differences or pays the invoice accordingly.

### **3 Options for Purchasing:**

1. School P.O. – See above.
2. Central Office P.O.
3. Procurement Card