

# PHS Purchase Order (PO) Process

(START PROCESS EARLY – THIS CAN TAKE UP TO 3 WEEKS FROM START TO FINISH)

***IMPORTANT NOTE: Quote MUST be received and approved in order to open a Purchase Order (PO). DO NOT submit an invoice.***

1. Is the vendor/supplier currently in Escape, the PCS payment system (contact Finance)? If not, ask vendor if they accept Purchase Orders?
  - a. *If no, we cannot use them as a supplier.*
  - b. If yes, the following information must be obtained before an order can be placed:
    - Complete Company name
    - Physical address
    - Mailing address for Payments
    - Phone # & Fax # to receive Purchase Orders
    - Email to receive Purchase Orders
    - Tax forms required-ALL vendors → W-9, outside CA add Form 587 & Form 590.
2. Does your account have sufficient funds to make the purchase (contact Finance)?
3. Is the form Purchase Order (PO) Requisition Form completed and approved (signed) by either the Department Chair or Athletic Director and Principal?
4. Return signed Requisition form and attach quote (quote = quote, website cart printout, estimate, flier – not an invoice) showing amounts to be paid, along with all New Vendor information, if required, to the Finance Office.

**\*\*QUOTE & INVOICE MUST BE ATTENTION TO YOU, DEPT, C/O PHS, AND ITEMS DELIVERED TO PHS.\*\***

5. New vendor will be created (if needed) and all purchasing information entered into Escape.
6. Additional approvals from Principal, Purchasing Department, and District Office Budget/Accounting Department are required before items are purchased.
7. Once approved the Purchasing Department generates PO and order is placed.
8. When order is received, immediately confirm with the Finance Office that all items have been received. Sign and date any packing slips and return to the Finance Office.
9. PRE-PAID fees – Examples: tournament fees, officiating fees or registration fees can still take up to three weeks for payment to be mailed out so... **PLAN ACCORDINGLY.**
10. *Expense Reimbursements are only for mileage and emergencies (with original itemized receipts). Pre-approvals are required. Check with Finance Office before a purchase is made.*

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***Veronica Leach, Finance Office***

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