



PURCHASING CHECKLIST



MATERIAL PURCHASING

- ☐ OBTAIN A QUOTE FROM THE VENDOR
- ☐ SUBMIT REQUISITION FOR VENDOR (ATTACH QUOTE)
- ☐ RECEIVE A PURCHASE ORDER FROM BOOKKEEPER
- ☐ ORDER THE GOODS/SERVICES
- ☐ RECEIVE ALL OF THE GOODS/SERVICES
- ☐ RECEIVE AN INVOICE
- ☐ REVIEW AND SIGN THE INVOICE (INVOICES CONTAINING THE FOLLOWING CAN'T BE PAID UNTIL CORRECTED: TAX, INVOICE DATED BEFORE THE PURCHASE ORDER, ALL ITEMS NOT RECEIVED, OR THE AMOUNT IS GREATER THAN THE PO WITHOUT APPROVAL)
- ☐ TURN IN ALL DOCUMENTATION TO BOOKKEEPER IN ORDER TO GET THE INVOICE PAID

FIELD TRIPS

- ☐ COMPLETE FIELD TRIP REQUEST FORM
- ☐ SUBMIT REQUISITION (ATTACH QUOTE FROM VENDOR, AND FIELD TRIP INFORMATION)
- ☐ RECEIVE A PURCHASE ORDER FROM BOOKKEEPER
- ☐ SEND PURCHASE ORDER TO VENDOR
- ☐ IF VENDOR REQUIRES PAYMENT BEFORE TRIP IS MADE, SUBMIT INVOICE IN ADVANCE TO BOOKKEEPER
- ☐ IF PAYMENT IS MADE DAY OF TRIP, REMEMBER TO BRING RECEIPT BACK TO BOOKKEEPER

MAKE SURE ALL FIELD TRIP MONEY IS RECEIPTED AND TURNED IN DAILY TO BOOKKEEPER

TEAMS & CLUB TRAVEL

- ☐ CREATE ROSTER OF STUDENTS AND COACHES THAT ARE ATTENDING
- ☐ SUBMIT REQUISITION FOR EACH VENDOR (INCLUDE ROSTER MENTIONED ABOVE, AND REGISTRATION OR SCHEDULE OF EVENT)
- ☐ RECEIVE PURCHASE ORDERS FOR EACH VENDOR
- ☐ SEND PURCHASE ORDER TO VENDOR
- ☐ IF VENDOR REQUIRES PAYMENT BEFORE TRIP IS MADE, SUBMIT INVOICE IN ADVANCE TO BOOKKEEPER FOR A CHECK AND BRING RECEIPT BACK TO BOOKKEEPER



MEAL PURCHASE FOR TEAMS & CLUBS

- ☐ CREATE ROSTER OF STUDENTS AND COACHES THAT ARE ATTENDING
- ☐ SUBMIT REQUISITION FOR VENDOR (INCLUDE ROSTER MENTIONED ABOVE AND REGISTRATION OR SCHEDULE OF EVENT) PLEASE INDICATE IF CHECK OR CREDIT CARD IS NEEDED
- ☐ IF CHECK IS MADE OUT TO THE COACH, ORIGINAL ITEMIZED RECEIPTS AND A LOG SHOULD BE TURNED INTO THE BOOKKEEPER AFTER RETURN. REMAINING UNUSED FUNDS SHOULD BE TURNED IN AS WELL
- ☐ IF A CREDIT CARD IS NEEDED, IT MUST BE SIGNED OUT FROM THE BOOKKEEPER. ORIGINAL ITEMIZED RECEIPTS, A RECEIPT LOG AND THE CREDIT CARD SHOULD BE TURNED INTO THE BOOKKEEPER AFTER RETURN