

WHITEFORD AGRICULTURAL SCHOOLS SIMPLIFIED PURCHASING PROCESS

Teacher/Coach/Advisor

STEP 1 - Complete REQUEST FOR REQUISITION FORM and/or include quote, on-line cart, etc. (supporting documents) if applicable. **(DO NOT PLACE ORDER.)**

STEP 2 - Submit REQUEST FOR REQUISITION FORM and/or supporting documents to PRINCIPAL or ATHLETIC DIRECTOR. **(DO NOT PLACE ORDER.)**

***Note:** Requisitions must be entered in eFinance for ALL expenditures in ALL funds no later than April 1st each fiscal year.*

Principal/AD/Administrative Assistant/Finance Director

STEP 3 - Approval by PRINCIPAL/AD with budget code and ADMINISTRATIVE ASSISTANT creates REQUISITION to gain approval for sufficient funds in account.

STEP 4 - Approval by DIRECTOR OF FINANCE and PURCHASE ORDER is sent to ADMINISTRATIVE ASSISTANT.

Administrative Assistant/Teacher/Coach/Advisor

STEP 5 - After PURCHASE ORDER is approved, **ORDER IS PLACED** by ADMINISTRATIVE ASSISTANT, TEACHER, COACH, or ADVISOR.

STEP 6 - Return PACKING SLIP or PO to ADMINISTRATIVE ASSISTANT noting date item(s) were received with notations of items missing or backordered.

STEP 7 - PURCHASE ORDER signed off by ADMINISTRATIVE ASSISTANT that ordered materials were received sent to BUSINESS OFFICE. Any INVOICES received should be immediately sent to BUSINESS OFFICE.