

Purchasing Requirements

A purchase order is required when ordering:

- Preview/Instructional materials
- Supplies
- Materials
- Equipment
- Subscriptions, Workshops, etc.
- Contractual services, including renting parks and facilities, or equipment.

Regular requisitions will be processed into purchase orders daily of appearing in the purchasing approval queues if all information is complete and attachments have been received in the Business Services. If the requisition requires a contract or insurance documents, additional time will be required.

If employees place orders without a purchase order, they could be personally responsible for payment. Please contact Business Services for issues regarding employee reimbursements.

*During peak times in May/June and August/September, requisitions may take longer to process.

Items awarded through the bid or quote process **must be** purchased from the awarded vendor. Please refer to Current Bids and Quotes.

A checklist for expediting your requisitions:

- Item description is complete and includes information such as item number, item color or size, workshop date, location, attendees, and shipping cost
- Appropriate PO requests for the purchasing department are clear in the requisition boxes
- Appropriate vendors are used for bid and quote awards
- Correct items are ordered if part of a bid or quote
- Attachments for the vendor have been added to the requisition.

If hiring anyone for services or renting equipment, facilities or park, contact Business Services for approval.

Reminder: Clear instructions on your requisition can provide valuable information for the Purchasing Department as well as speeding up the purchase order process.