

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.
 - When renting a facility, the purchaser must also request a certificate of liability insurance from Amanda Heikkila.

Regular requisitions will be processed into purchase orders daily if they appear in the purchasing approval queue, all information is complete, and attachments (quotes, contracts, etc.) have been included. If the requisition requires a contract or insurance documents that are not already attached, 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/October, requisitions may take longer to process.

A checklist for expediting your requisitions:

- Have a completed contract or quote before creating your PO req
- Quotes include a shipping cost. This will avoid delay with further budget approval.
- Begin your PO req with a narrative detail line listing the provided quote number
- Merchandise detail lines are complete and include information such as item number, item color or size, workshop date, location, attendees, and shipping cost
- Include an attachment narrative (if necessary) and a sending narrative
 - Reference [What Narrative\(s\) Should I Use?](#)
- Attachments for the vendor have been added to the requisition
- Communicate with your admin about outstanding PO reqs

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