

IW HIGH SCHOOL DISTRICT PURCHASE ORDER INSTRUCTIONS:

The following areas **MUST** be completed by clicking in the box provided:

- **Order From Following Vendor:** (The company items are being purchased from)
 - Complete name of the Vendor you are ordering from
 - The mailing address (street or PO Box) for the Vendor
 - City, state and zip code of the Vendor
 - Phone: Phone number to contact the Vendor
 - Fax: Fax number to fax order in to the Vendor **PLEASE PROVIDE!**

- **Odered by:** Insert your name
- **Order date:** The date you are completing the form
- **Account number:** Complete with proper account number if known
NOTE: If the purchases are part of a **grant expenditure**, be sure to indicate which grant. Also, please make a note if you will need a copy of the invoice for your grant records.
- **Account Description:** Indicate the department the items are being ordered for
- **Need by:** Soonest date you need the materials

- **Attention:** Insert your name

- **Item No:** The catalog number or other number given to you for identification by the Vendor
- **Qty:** How many you are ordering. This should be how many of whatever unit you are ordering, i.e. if you are ordering by the dozen, put how many dozen in this spot, if you are ordering “each”, just put the number – **DO NOT PUT ANYTHING BUT A NUMBER IN THIS SPACE** (The program is going to multiply the Qty x Each to come up with a total cost.)
- **Item Description:** Give details of the product you are ordering. Be sure to include color, size, unit, or any other needed information.
 - If you need more than one line to complete the description, just click down to the next “Item Description” line, without filling in any of the other columns, i.e. item no., qty., on that line
- **Each:** This is the price you are paying per unit for the item
- **Total:** The program will calculate this for you.
- **Shipping & Handling:** Be sure to find out from the Vendor how to calculate the shipping and handling and enter that amount
- **Total amount:** The program will calculate this form you.

The completed form should be printed and submitted to the building principal for approval. (It is recommended that you retain either an electronic copy or a printed copy for your records in case the one you submit gets misplaced.)

The building principal forwards the approved PO to the Superintendent. Once it is approved by him, the order is placed by the District Office (or you are notified you can make the purchase via credit card or other method). Two copies of the approved PO are returned to the HS Office – one for the person submitting the PO and the other for the HS Office. Your copy should be given to you via your mailbox.