

How to Request a Purchase Order (PO)

- All purchases with the Warroad Public Schools must be pre-approved by your direct supervisor BEFORE the purchase is made.
 - Any item personally purchased by any employee without pre-approval might not be reimbursed by Warroad Public Schools.
 - Avoid Rush Orders – Please do your best to plan ahead.
1. Determine the materials you need to purchase.
 2. Determine which vendor you wish to use – it's always wise to look at multiple vendors as the materials you need may be less expensive elsewhere.
 3. Complete a Warroad Public Schools Requisition form.
 4. If you have documentation you wish to attach (ie: a print out of the materials you want to purchase, a coupon code, etc.), please do so. It will eliminate potential mistakes when placing the order.
 5. Sign and date the requisition form.
 6. Give the completed requisition form to your supervisor for approval.
 7. Once the requisition form is complete, the supervisor will give the requisition form to the Business Services Clerk.
 8. The Business Services Clerk will then check to make sure funds are available, create the purchase order and order the materials when the purchase order is approved.
 9. The Business Services Clerk is the only one that can order materials for the Warroad Public Schools.
 10. You will receive a copy of the purchase order once the order is placed – this will be your notification that the order has been placed.
 11. Please do not remove any orders from the freight area until they have been checked and verified against the purchase order to ensure accurate and prompt payment of the order.
 12. If you believe that your order has been delayed or has shipped incorrectly, please notify the Business Services Clerk immediately. The Business Services Clerk will contact the vendor to check on the order for you.