

BusinessOrdering Goods and Services (Purchase Orders) Purchasing Procedures

Following the approval of the business manager, the purchase order is distributed in the following manner: white sheet sent to the vendor, yellow sheet filed in the Business Office, pink, blue and green sheets returned to the administrator. The pink sheet will be the receiving slip once the items listed on the purchase order have been received in their entirety. The receiver of the shipment will enter on the pink sheet the date the shipment was received along with his/her signature.

In those instances when a partial shipment has been received, a copy of the pink sheet will be used as the receiving slip and will be completed with the date of receipt and the signature of the receiver. The pink sheet or its copy, along with the packing slip or invoice will be submitted to the business office and will be the authorization to process the payment of the invoice. The Administrator will approve the payment with his/her signature and the signing date in the Approved for Payment section. The blue sheet is the file copy for the administrator. The green sheet is a copy that may be filed by the department which will ultimately receive the shipment.

Any purchase initiated by the business manager must be countersigned by the Superintendent of Schools, and all purchase orders in excess of \$25,000.00 must be countersigned by the Superintendent of Schools.

(cf. 3320 - Purchasing Procedures)

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WESTON PUBLIC SCHOOLS  
Weston, Connecticut