

# Purchase Order Request Instructions

## General Information about PO Requests:

- Tyler ISD uses approved vendors for purchases.
- Tyler ISD uses Region 7's approved vendors.
- Tyler ISD employees may not order from websites or obtain price quotes from websites.

## Locating an Approved Vendor for TISD's PO Request:

Please check with your campus secretary or CTE Department Chair for an approved vendor list.

## Non-Approved Vendors:

There are some instances in which we may order from non-approved vendors. If you must order items from a non-approved vendor, please contact the CTE Secretary to get instructions. However, please do not ask permission to order from a website.

## FAQ's:

- **Who gets my PO Request?** All CTE course "needs" are ordered from the CTE office. All non-CTE course "needs" are ordered from the campus. (refer to next page for more info)
- **Where do I get Quotes for my PO Request?** Use a current catalog or contact the vendor to request an "educational" quote in a fax or email. Attach the "educational" quote to your PO Request. Do not use website prices for quotes because they are not "educational" prices. The campus Department Chair and campus secretary have current catalogs for ordering.
- **New Computers, Drops, and Projectors:** Do not solicit quotes for new computers, computer drops, or projector installation. Vendors charge for their time to provide quotes on new equipment and installation. Please discuss new computer needs, drops, and projector installation with the CTE office.
- **What if my Equipment is Broken:** Report it to the "HELP" desk via email. Save all "sent" HELP desk emails in a permanent folder for future reference as proof of your request.

## Completing the PO Request:

- **Where is the PO Request form?** TISD Home page, click *Employees*; click *Forms*; go to the Accounting Forms heading and click *PO Request*. Note: the PO Request form is an Accounting form, not a CTE form.
- **Writing a PO Request in Pen or Pencil:** You may print the PO Request form and hand-print all information on the paper printout. Do not make multiple copies of blank PO Requests for future use because the Accounting Department changes this form occasionally; always print a new PO Request form from the website. \*Complete your PO Request form, sign, date, and turn in to your Dept Chair for processing; see below for detailed instructions.

- **Typing and Printing a PO Request:** If you prefer to type in all of your information directly on the PO Request form, use the following steps: save PO Request form to your hard drive, give it a specific file name, type in all information, print, sign, and turn in to Dept Chair. We recommend this procedure since you will always have an electronic copy of your PO Requests on your computer hard drive.
- **\*Completing the PO Request form:**
  - **Department/Campus:** only provide your campus name (if you teach at 2 campuses, provide the campus name where the supplies will be used)
  - **Deliver to:** leave this blank
  - **Attn:** provide your name
  - **V#:** leave blank
  - **Date Submitted:** date you turn in the PO Request to your Dept Chair or CTE Office
  - **Date Required:** leave blank
  - **Recommended Vendor & Address box** (upper right): complete this section for approved vendor addresses only. There is not a location to provide a vendor phone number; however, it may help you to receive your materials quicker if you provide a vendor phone number.
  - **Funding Code:** provide your 3 digit teacher code
  - **Quantity Required:** fill in how many you are requesting
  - **Description** (provide details in this order):
    - Stock/Item number
    - Model number
    - Detailed description of item (i.e. magazine, hard bound books, 3-hole punch, package of 12 per unit); place Perkins requirement # next to item – **highlight Perkins # in yellow** (see 9 Perkins requirements). Or, place Perkins # next to signature if the Perkins # applies to the entire order.  
(If we are unable to determine what the item is, your paperwork will be returned to you for specific details explaining the item. We must know how to code the item for Accounting purposes.)
  - **Unit:** leave blank
  - **Unit Price:** provide the price for one item or for one package of items (i.e. 1 box of 50 pencils is a single unit price)
  - **Extended Amount:** multiply the “quantity” by “unit price” to calculate the extended amount
  - **Last line under “Description” column:** Always provide a dollar amount for postage, transportation, freight, shipping, etc. If the vendor advertises free shipping, etc., please write “free shipping or free postage” on the last line.
  - **Total:** add all amounts from the “Extended Amount” column (including postage or shipping.) Place the final dollar amount in this box. NOTE: if the PO Request is multiple pages, provide the total amount on the last page only. Do not sub-total every page of the PO Request.
  - **Originator:** Sign your name and date. Then, give the PO Request to your Department Chair. If there are errors, the Dept Chair will return to you for corrections.
  - **Approved (Principal):** Department Chair will sign and date on this line if your PO Request is correct. Department Chairs will forward completed/correct PO Requests to the CTE office for processing.