



## Purchasing Information

**A PURCHASE ORDER IS ALWAYS REQUIRED BEFORE SPENDING ANY MONEY  
INVOICES MAY NOT BE PAID WITHOUT FOLLOWING PROPER PROCEDURE**

### Placing an order

**DO NOT** place your order with the company until you have followed these steps and have an approved purchase order. PO forms are available in your school office or the finance office.

1. Fill in vendor name and address.
2. Ordered by – your name.
3. Fill in the Ship To and Attention To.
4. List individual items to be purchased, quantity and price.
5. Estimate shipping & handling charges (if any).
6. Total your purchases.
7. Choose purchasing method used at bottom right corner.
8. Give to principal/budget coordinator for approval and coding.
9. Send purchase requisition to the finance department for processing.
10. When the purchase order is returned to you with a PO number, you then place your order.
11. **REMEMBER:** the invoice date cannot be prior to the purchase order date.

### Paying for an order

When you receive your order:

1. Sign and date the purchase order and invoice, indicating receipt of goods.
2. If invoice amount is different than the encumbered amount, initial new amount.
3. Give invoice and matching purchase order to bookkeeper/budget coordinator promptly.

**Return invoices to finance quickly!  
Help us pay our bills timely – this  
is just good business!**

### Bid Information

Mercer County Schools operate under the Model Procurement method of purchasing. For complete details on this process you may refer to the purchasing manual for the district that is available in the school office or in the Finance Department at Central Office.

All purchases for the district shall come from a bid vendor unless it meets one of the other criteria defined in the purchasing manual.

A complete list of bid vendors may be found on the Internet at <http://www.ckec.org> or <http://www.kpc4me.com> or [www.hpsnet.com](http://www.hpsnet.com). Your school bookkeeper or A/P Clerk can give you the username and password for HPS. Please note that some vendors have different locations and that all locations may not be on the bid, i.e. Wal-Mart. You are responsible for verifying that your chosen vendor meets board approved guidelines.

**Please plan ahead to allow time for the finance department to process your purchase order.  
We will make every effort to complete the processing in one day.**

***If proper procedures are not followed, the invoice may be returned to you for payment.***