

Purchase Order Procedure

INVOICE TO: **NORTHWEST SCHOOL DIVISION NO. 203**

MEADOW LAKE OFFICE
606 - 5th Avenue West, Meadow Lake, SK S9X 1A9
Phone (306) 236-5614 • Fax (306) 236-3922

SUPPLIER:

1. {
The Giggie Factory
Box 650
Saskatoon, SK S0M 1V0
Tel: 306-952-1212 Fax: 306-952-1213

SHIP TO:

2. }
Carpenter High School
Box 369
Meadow Lake, SK S9X 1T9

3. ← **PURCHASE ORDER NO.** XXX-XXXXX

4. ← **DATE:** June 15, 2010

Authorized By: _____ → 5.
Sec. Treas./Principal or Designate

Cat. No.	Pg. No.	Qty.	Description	Unit Price	Total
56729	26	2	3" Binders	\$3.00	\$6.00
Sub-Total					\$6.00
G.S.T.					\$0.30
P.S.T.					\$0.30
PAGE TOTAL ↓					\$6.60

6. {

SPECIAL INSTRUCTIONS: Quote P.O. Number on all invoices.
Prepay all shipping costs and bill the above.

1. **Supplier:**
 - Print the supplier's complete address – Box #/Street address, City/Town, Province & Postal Code
 - Print the suppliers phone &/or Fax number
 - Note: Whenever possible use PCards for US Vendors. Using PCards records the foreign exchange rate at the time of transaction.**

2. **Ship To:** Write school's full address

3. **Purchase Order No.:**
 - 8 digits: XXX-XXXXX
 - XXX- the first 3 digits represents Budget Manager for the School
 - XXXXX – the next 5 digits represents numerical sequence of PO's issued by the school

4. **Date:** - this is the date order goods

5. **Authorized by:** Principal's or designate (name of designate are to be reported to the Division Office) sign authorizing that they approve the purchase of the particular items at the specified cost.

Note: If there are any changes to the cost after the authorizer has signed the document they will have to approve the changes.

6. **Cat. No., Pg No., Qty., Description, Unit Price, Total:** Complete this area with as much information as possible. The more information the better this will allow for efficient processing.

-When the school is aware of the shipping include this on the purchase order form

-Also when the school is aware of the all the applicable taxes include this on the PO form as well.

7. The School will then fax or mail the completed small white PO form to the vendor to order good(s)/service(s)

White Copy of Purchase Order

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SUPPLIER: _____

SHIP TO: _____

PURCHASE ORDER NO. _____

DATE: _____ Authorized By: _____
Sec. Treas./Principal or Designate

PURCHASE ORDER _____

VENDOR NO. _____

9. ←
10. ←

Cat. No.	Pg. No.	Qty.	Description	Unit Price	Total	G/L No.	Date Rec'd
56729	26	2	3" Binders	\$3.00	\$6.00	X-X-XX-XXX-XXX-XXX-XXX	
						<div style="display: flex; justify-content: space-around; font-size: small;"> G/L Code Budget Manager Program Code </div>	
						<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> This area was previously filled out on the small white PO form by carbon copy. </div>	
					Sub-Total	\$6.00	
					G.S.T.	\$0.30	
					P.S.T.	\$0.30	
					PAGE TOTAL	\$6.60	

8. }

SPECIAL INSTRUCTIONS: Quote P.O. Number on all invoices.
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ORDER COMPLETE

SIGNED: _____

DATE: _____

8. **G/L No., Date Rec'd:** Enter the G/L code X-X-XX-XXX-XXX-XXX-XXX on the 8.5 x 11 white copy of the PO form.

- X-X-XX-XXX-XXX – The first 10 digits is the G/L code
- XXX – the next set of 3 digits are the Budget Manger (BM) Codes
- XXX – the next set of 3 digits after the BM are the Program Codes

Example – 1-2-12-130-312-001-190
 -1-2-12-130-312– Academic Supplies
 -001- Carpenter High School
 -190- Pre-K

9. **Purchase Order:** This will be the same as the Purchase Order No. on the small white PO form. (SEE #3)

10. **Vendor:** Accounts Payable Clerks at the NWSD ML Office fill this in.

11. Yellow Copy of Purchase Order

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SUPPLIER: _____ SHIP TO: _____

PURCHASE ORDER NO. _____ PURCHASE ORDER _____

DATE: _____ Authorized By: _____ VENDOR NO. _____

Sec. Treas./Principal or Designate

Cat. No.	Pg. No.	Qty.	Description	Unit Price	Total	G/L No.										Date Rec'd								
56729	26	2	3" Binders	\$3.00	\$6.00	1	2	12	130	312	001	190												
				Sub-Total	\$6.00																			
				G.S.T.	\$0.30																			
				P.S.T.	\$0.30																			
				PAGE TOTAL	\$6.60																			

SPECIAL INSTRUCTIONS: Quote P.O. Number on all invoices.
Prepay all shipping costs and bill the above.

ORDER COMPLETE
 SIGNED: _____
 DATE: _____

} 12.

11. Send the yellow copy of the PO to the NWSD Meadow Lake Office to input into Navision.

12. Order Complete – Signed: & Date: - in most cases this section will be blank.

Pink Copy of Purchase Order

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SUPPLIER: _____					SHIP TO: _____								
PURCHASE ORDER NO. _____					PURCHASE ORDER _____								
DATE: _____ Authorized By: _____ <small>Sec. Treas./Principal or Designate</small>					VENDOR NO. _____								
Cat. No.	Pg. No.	Qty.	Description	Unit Price	Total	G/L No.				Date Rec'd			
56729	26	2	3" Binders	\$3.00	\$6.00	1	2	12	130	312	001	190	
					Sub-Total	\$6.00							
					G.S.T.	\$0.30							
					P.S.T.	\$0.30							
					PAGE TOTAL	\$6.60							
SPECIAL INSTRUCTIONS: Quote P.O. Number on all invoices. Prepay all shipping costs and bill the above.										ORDER COMPLETE SIGNED: _____ DATE: _____			

} 13.

13. **Order Complete – Signed: & Date:** - Once good(s)/service(s) are received sign and date (use the date received good(s)/service(s)) the pink PO form and then forward to NWSD Meadow Lake Office.

-In some cases the vendor will mail the invoice directly to the Meadow Lake Division Office and in other cases the invoice will be sent with the goods. If the invoice is sent with the goods please ensure that this invoice is forwarded to the Meadow Lake Division Office.

