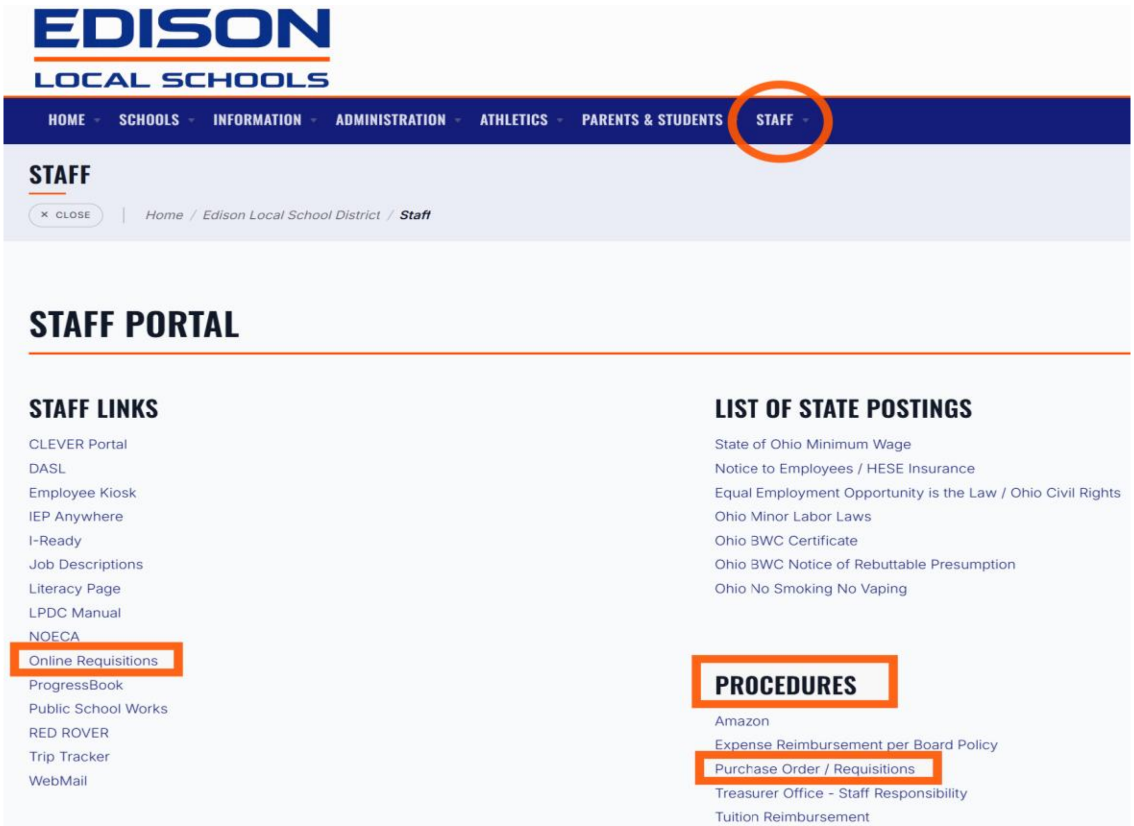
Purchase Order Guidelines

In order to make the purchasing process run more smoothly, we have compiled a list of guidelines to be followed. As a rule of thumb, **please make sure you understand any money to be spent by Edison Local Schools must receive <u>prior</u> approval from the Superintendent and Treasurer.**

- IF YOU DO NOT HAVE AN APPROVED PURCHASE ORDER IN ADVANCE YOU CAN BE HELD PERSONALLY RESPONSIBLE FOR THE PAYMENT.
- **PO's will only be paid upon when an invoice is received.**

1. Edison Local School District website - https://www.edisonchargers.org/
2. Click on Staff Tab
3. Under Staff Links: Online Requisitions



- Approval Path: (example)
    - Admin Asst. - to enter the line item
    - Principal
    - Superintendent
    - Treasurer - to verify the funds are available
    - AP Coordinator - convert into a purchase order

Purchase Order Guidelines

Step 1: Add Vendor

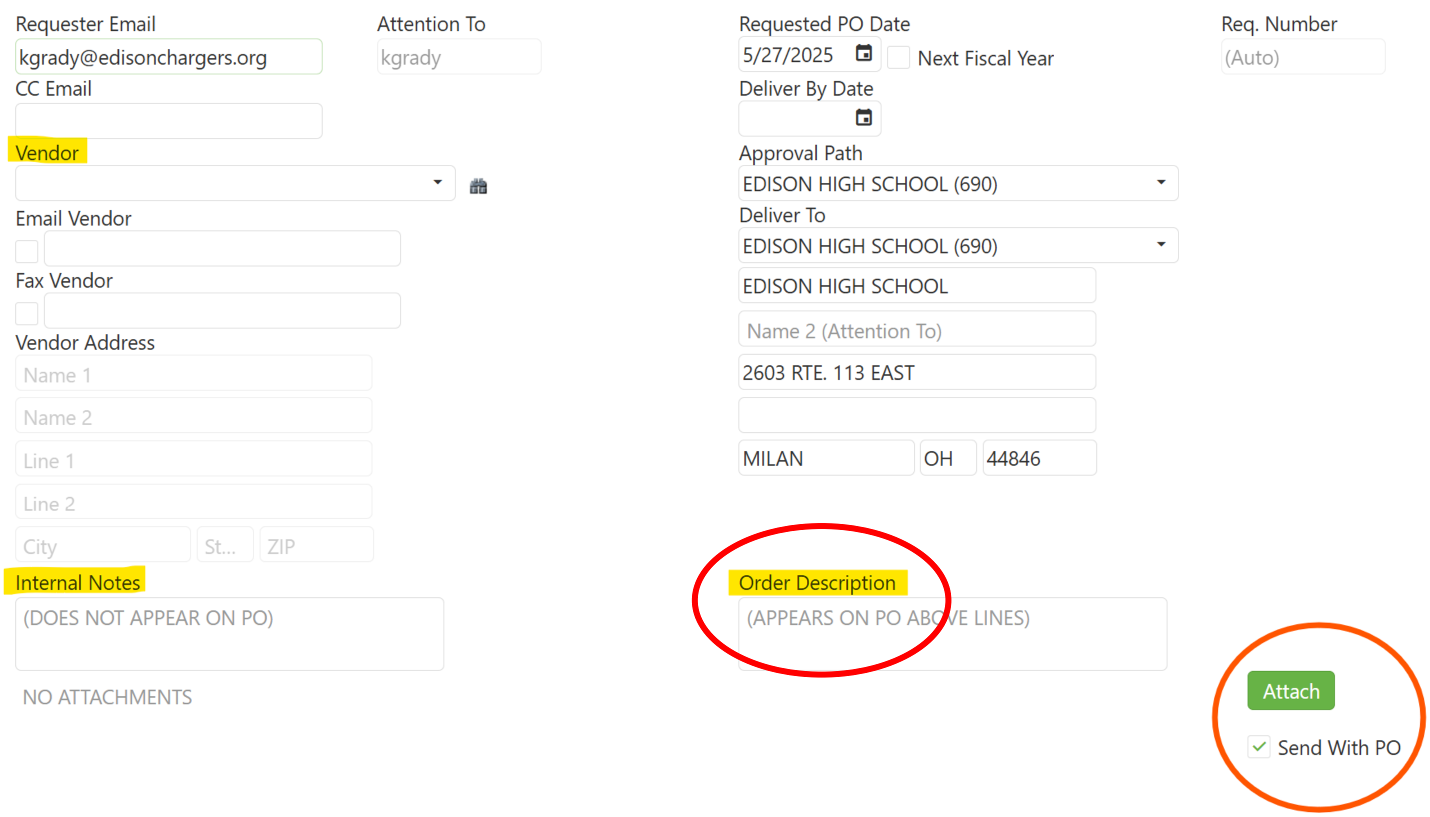
1. Click on “Binocular” symbol to search the Vendor
2. Add Vendor Name:
    a. New Vendor: 999999, please obtain a W-9 and attach it to the requisition
3. Click Find
4. Double click on Vendor to add to Requisition

Credit card purchases also require a W-9 for a new vendor purchase.

Step 2: Approval Path - Internal Notes - Order Description

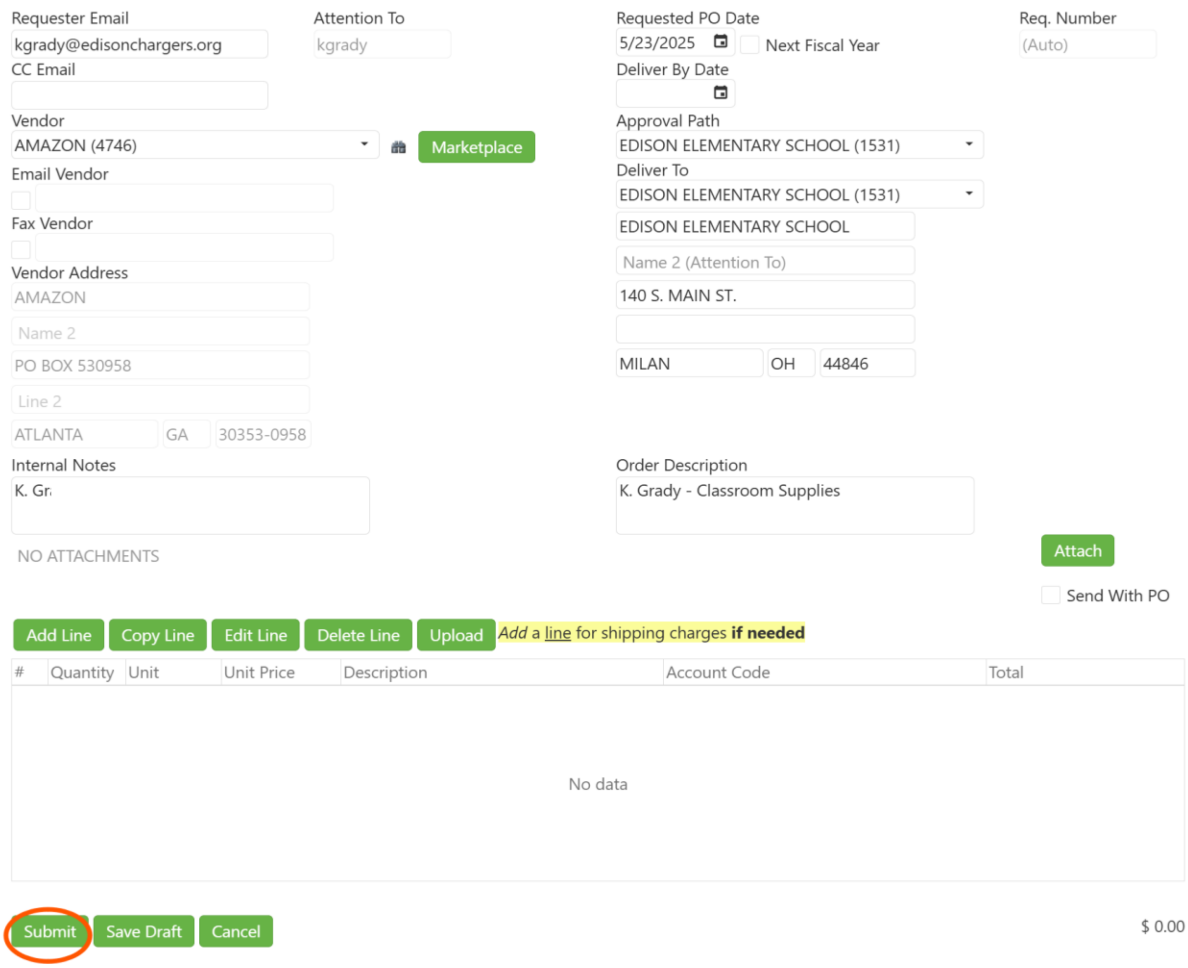
1. Verify the vendor is correct
2. Select Approval Path: Admin Asst. of your building
3. Order Description: The purpose of the Purchase Order

You can add documents by clicking the green Attach button, once document is attached, click Send with PO.



Purchase Order Guidelines

Step 3: Submit



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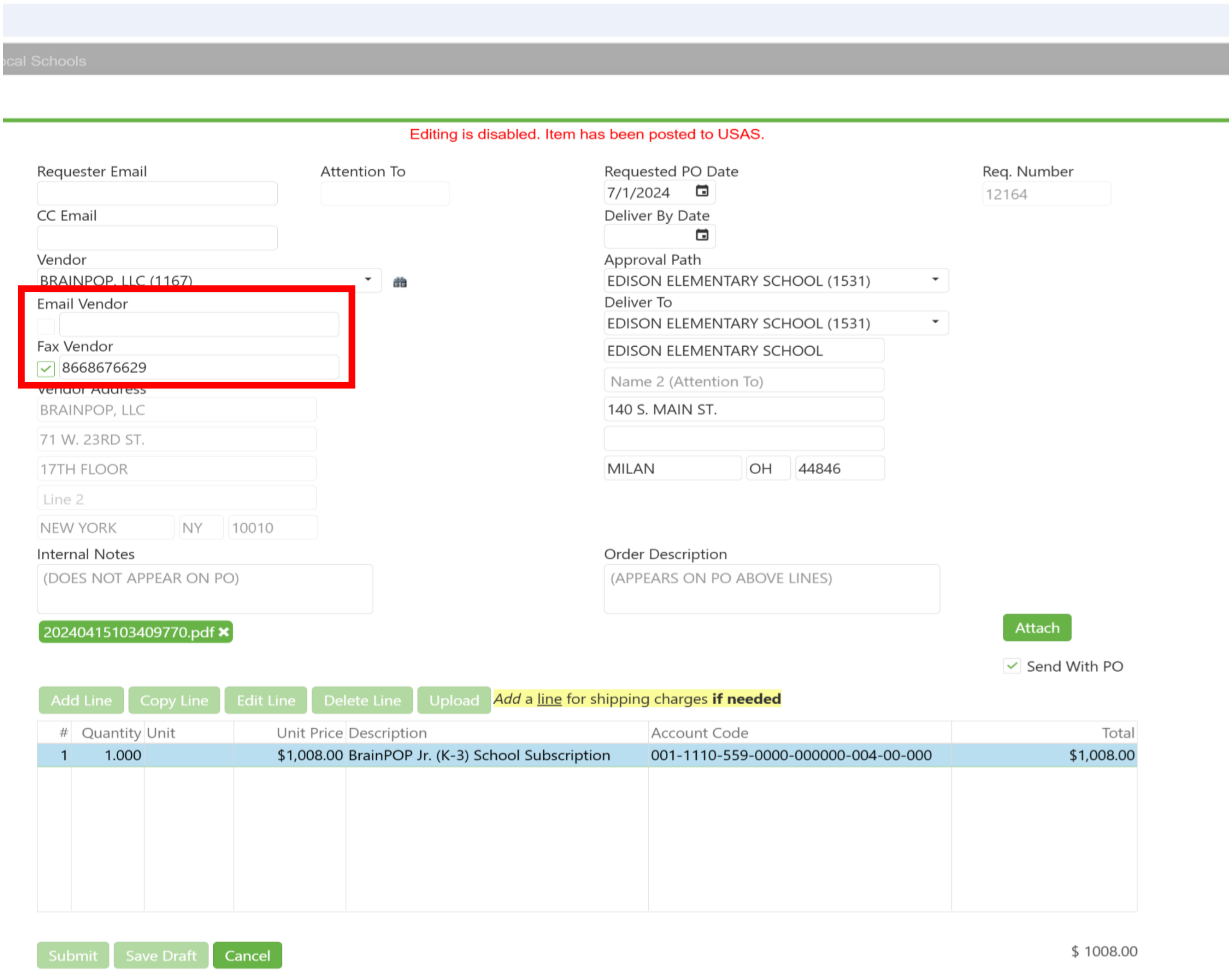

Please make sure **one** of the following is checked, to place order if applicable.

☑ EMAIL VENDOR

☑ FAX VENDOR

If you are going to email the vendor to place your order, please be sure to add each item with the item number to your Purchase Order or add the order as an attachment.

Purchase Order Guidelines

- Once the requisition is processed, you will receive an **<u>email</u>** with the PO number from SCView.
- When you have received your items please **sign and date** the invoice and let the Accounts Payable department know the invoice is "Okay to pay" via email or interoffice mail. If you sign you are giving us permission to pay for everything that you have ordered. Therefore, if there is a backorder **<u>do not sign off</u>** until it has been received. If they cancel an item on your purchase order, please mark that item was cancelled on the P.O.
- **When you "okay to pay", please specify which <u>PO to pay with</u> if not already stated on the invoice.**

If you need assistance with your PO, please contact your building Administrative Assistant or the AP Coordinator.

****Please put the dates of your stay when submitting a PO for a HOTEL.****

When you receive the following email please click the HERE button to approve when the order has been received.

SCView Notification

Edison Local Schools

PLEASE DO NOT REPLY TO THIS EMAIL.

Approve or Deny this invoice Here

An invoice has been received in the Edison Local School District Treasurer's office for PO Number 260128

The Vendor is: AMAZON

Requester: kgrady@edisonchargers.org

This invoice was added to a financial packet at 4/17/2026 12:56:24 PM

PLEASE INDICATE IF IT IS OK TO PAY THIS INVOICE AS PRESENTED. PLEASE NOTE THAT YOUR APPROVAL CONFIRMS THAT ALL GOODS/SERVICES HAVE BEEN RECEIVED, AND THAT THE TREASURER'S OFFICE CAN PROCESS A WARRANT CHECK TO PAY THE AMOUNT NOTED ON THE INVOICE.