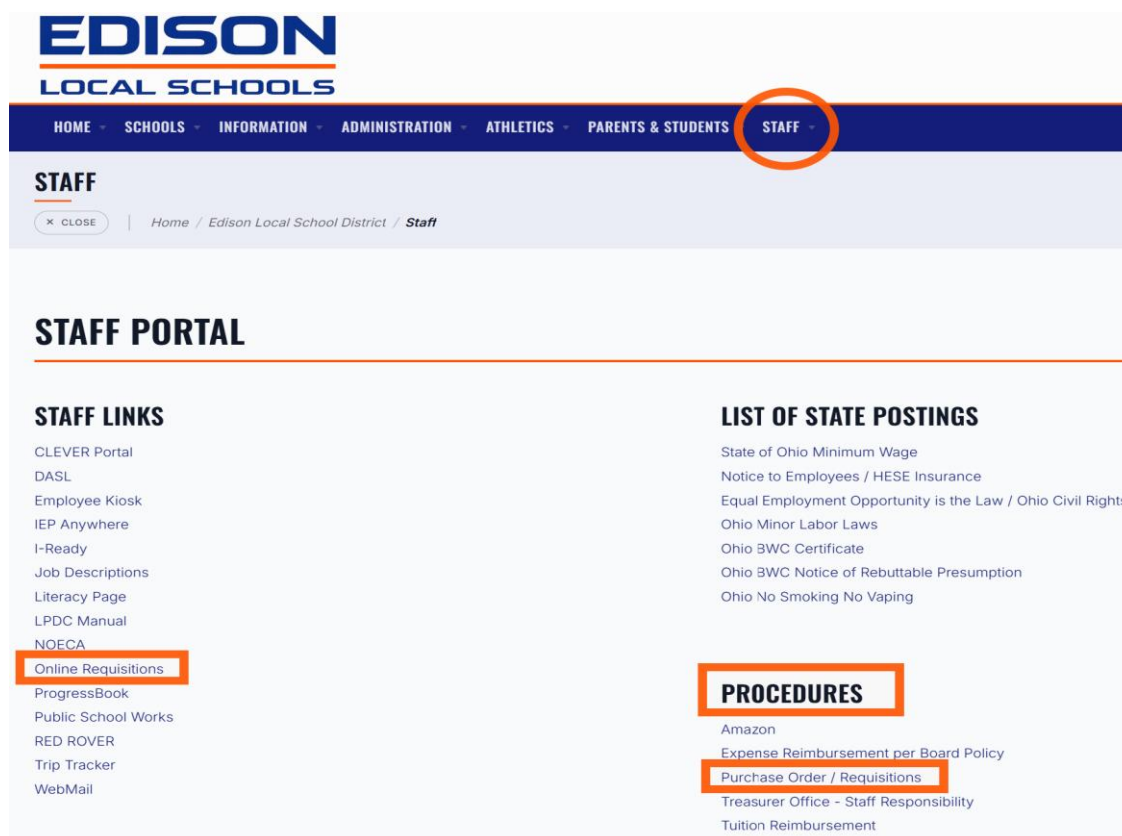


Purchase Order Guidelines

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 prior 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

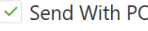
1. Click on “Binocular” symbol to search the Vendor
2. Add Vendor Name:
 - a. New Vendor: 999999, please obtain a W-9 and attach it to the requisition
3. Click Find
4. Double click on Vendor to add to Requisition

 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.

Requester Email kgrady@edisonchargers.org	Attention To kgrady	Requested PO Date 5/27/2025  ☐ Next Fiscal Year	Req. Number (Auto)
CC Email 		Deliver By Date 	
Vendor 		Approval Path EDISON HIGH SCHOOL (690)	
Email Vendor ☐		Deliver To EDISON HIGH SCHOOL (690)	
Fax Vendor ☐		EDISON HIGH SCHOOL	
Vendor Address Name 1		Name 2 (Attention To)	
Name 2		2603 RTE. 113 EAST	
Line 1		MILAN OH 44846	
Line 2			
City St... ZIP			
Internal Notes (DOES NOT APPEAR ON PO)		Order Description (APPEARS ON PO ABOVE LINES)	
NO ATTACHMENTS			 

Purchase Order Guidelines

Step 3: Submit

Requester Email kgrady@edisonchargers.org	Attention To kgrady	Requested PO Date 5/23/2025 ☐ Next Fiscal Year	Req. Number (Auto)			
CC Email		Deliver By Date				
Vendor AMAZON (4746)	Marketplace	Approval Path EDISON ELEMENTARY SCHOOL (1531)				
Email Vendor		Deliver To EDISON ELEMENTARY SCHOOL (1531)				
Fax Vendor		EDISON ELEMENTARY SCHOOL				
Vendor Address AMAZON		Name 2 (Attention To)				
Name 2		140 S. MAIN ST.				
PO BOX 530958		MILAN OH 44846				
Line 2						
ATLANTA GA 30353-0958						
Internal Notes K. Gr.		Order Description K. Grady - Classroom Supplies				
NO ATTACHMENTS			Attach			
			☐ Send With PO			
Add Line Copy Line Edit Line Delete Line Upload Add a line for shipping charges if needed						
#	Quantity	Unit	Unit Price	Description	Account Code	Total
No data						
Submit Save Draft Cancel						\$ 0.00

Local Schools

Requester Email 		Attention To 		Requested PO Date 7/1/2024 		Req. Number 12164	
CC Email 				Deliver By Date 			
Vendor BRAINPOP, LLC (1167)  				Approval Path EDISON ELEMENTARY SCHOOL (1531) 			
Email Vendor 				Deliver To EDISON ELEMENTARY SCHOOL (1531) 			
Fax Vendor 				EDISON ELEMENTARY SCHOOL			
☒ 8668676629				Name 2 (Attention To)			
Vendor Address BRAINPOP, LLC				140 S. MAIN ST.			
71 W. 23RD ST.							
17TH FLOOR				MILAN OH 44846			
Line 2							
NEW YORK NY 10010							
Internal Notes (DOES NOT APPEAR ON PO)				Order Description (APPEARS ON PO ABOVE LINES)			
20240415103409770.pdf 						Attach	
						☒ Send With	

Attach

☒ Send With PO

Add Line Copy Line Edit Line Delete Line Upload **Add a line for shipping charges if needed**

[illegible]

Submit Save Draft Cancel

\$ 1008.00

☒ 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 **email** 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 **do not sign off** 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 **PO to pay with** 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.