

Marion County Schools
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. Requested by – your name
3. Fill in the Ship To and Attention (for fixed assets see other directions)
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
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 number then you may 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 invoice or complete a receiving report to indicate the 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!**

Fixed Assets

1. Definition – items that cost \$1,000 or more including all workstations and has a useful life of more than 1 year
2. Ship to address for purchase order-
755 East Main St., Lebanon, KY 40033

Bid Information

Marion 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 www.kpe4me.com or www.hpsnet.net

Please note that some vendors have different locations and that all locations may not be on the bid. 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 a timely manner.**

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