NORFORK SCHOOL DISTRICT

44 Fireball Lane
Norfork, Arkansas 72658

Telephone: 870-499-5228
Facsimile: 870-499-5109

"Home of the Panthers"
Equal Opportunity Employer

Purchase Order System

The Norfork Superintendent serves as the purchasing agent. A master purchase order binder is in the Superintendent's office.

Step 1: The supply of purchase orders are kept in the Superintendent's office. Each building Principal/Secretary can notify Angie when they need PO's for building use.

Step 2: Employees will pick up a PO from the building office to fill out **AND** get appropriate signatures **PRIOR** to any purchasing or ordering.

Step 3: PO's are to be approved and signed by the building Principal.

Step 4: PO's are then returned to the Superintendent's office for approval & signature by the Superintendent.

Step 5: A copy of the PO is then returned to the employee for purchasing. If you are using the credit card for a purchase, PLEASE call Angie to have funds placed on your P-card cover your costs **BEFORE** you make a purchase.

Step 6: Once the items are received, the employee verifies that everything is correct and then sends the packing slip and invoice to the Bookkeeper, who will then file it with a copy of the PO until the statement is received.

Step 7: Once the statement is received, the Bookkeeper will verify that the school was billed correctly and then pay the statement.

Step 8: Completed PO's are then filed with a copy of the paid check for the Auditor.

Please make sure the PO's are filled out correctly & completely

- They MUST have a total $$ amount.
- They MUST have who they are being paid to.
- They MUST have the account they are being paid from.
- They MUST be signed by the building Principal before being sent to the Superintendent.
- They MUST be APPROVED by the Superintendent BEFORE anything is ordered or purchased.