

**SLVUSD Charter School
Purchase Order Request Process**

PLEASE DO NOT SHOP FOR OR ORDER ANY ITEMS BEFORE A PURCHASE ORDER IS IN PLACE!

Follow these simple steps:

1. Determine what you want to purchase
2. Check to see if you have money allocated for this expense
3. Calculate the total cost of the purchase
 - a. Include Shipping and Tax
4. Fill out the PO Request Form and Shipping Request Form turn it in to the Charter Office

POs will not be processed if:

- You don't have money allocated for the expense
- You don't include all of the required information on your request forms.

The following information is required when requesting a purchase order:

- Vendor Name, Address & Fax #
- Purchase order amount (including taxes, shipping, parking, etc.)
- Authorized shoppers (if applicable)
- Dates purchase order is in effect (8/25/09 – 6/11/10 for school year)

When ordering items that need to be shipped, please include:

- Item or catalog number
- ISBN # for all books
 - Please specify between books and textbooks
- Quantity ordered
- Price per item
- Sales tax (the district office requires we supply this figure)
- Shipping & Handling Fees