

Essex School Requisition Procedures:

1. Download the PO form from the school website—under teacher resources
2. Fill out the form completely: Essential information includes the name of the company, if you will order or not, your name, request date, funding code, and the order information. If you do not know your expense code, ask the business manager. She is the only one with codes.
3. Save the file in this form: PO—your last name—company
Examples: PO—Herrington—Martin Bros PO—Dop—Casey’s
You may abbreviate or use just one word from the company.
4. Email as an attachment to the superintendent. The subject line of the email should be the same as the PO file name (PO—your last name—company).
(Do not send it to the secretary. She cannot do anything with it until the superintendent approves it. You delay and confuse the process by sending it to the secretary.)
5. You will receive an email from the secretary when it is approved. It will simply say, “It’s a go.” The final approved PO will be attached.
 - A. If you checked yes you will order it, then you may order.
 - B. If you checked no you will not order it, then when you get that message it means the secretary ordered it for you.
 - C. If you need something from the business manager like a cash box or a check, you need to print off the final PO and take it to her so that she has time to get what you need ready. You cannot expect her to produce a cash box or a check on demand.
 - D. If you need a tax exempt number or sheet, you get it from the business manager.

Other Clarification:

1. We are trying to be accountable with the taxpayers’ money. These procedures are watched closely by the auditors. We didn’t make them up to make your life difficult.
2. Note that each vender (company) has to have a separate PO. You cannot put the entire event on one PO unless you use only one vender.
(If you purchase some things at HyVee and some at Fareway, you need two PO’s.)
3. If you use the credit card, each purchase needs a PO.
(Casey’s for gas, Holiday Inn for Motel, Stop and Go for gas—3 POs. But if you go to an event and use the credit card for gas twice and both are at Casey’s, you can do one.)
4. Keep in mind that the business manager is part time and may be out of the office. If you need her to do something, think ahead.