

## **Purchase Orders/Requisitions**

It is imperative that the purchase order process be used for all Academy purchases, general fund purchases as well as Trust and Agency purchases. If the vendor will not accept purchase orders for whatever reason, check requests should be processed by the Academy to pay vendors. In no circumstances should vendors be paid directly by staff with requests for reimbursement to the Academy. The only exception to this practice is for emergencies and only with the principal's approval in advance of the purchase. This is the only way to ensure that purchases are encumbered, consideration is given to the budget, and funds are available in advance of the purchase.

When making purchases using funds in the Academy budget or funds out of our internal accounts, use the following purchasing procedures:

1. Purchase orders - This is the preferred method, and should be the method for the vast majority of purchases. Most vendors who work with schools understand that we prefer to issue purchase orders.
2. Checks from the Academy directly to vendors - If a vendor will not accept a purchase order, we can cut a check directly to the vendor.
3. Checks from the Academy to reimburse purchases made by Academy staff members - As indicated above, this can take place only in an emergency and only with Principal approval **in advance** of the purchase. This is the case even when making purchases out of your department/club's internal account.