

Tioga ISD

Purchasing 101



I want to purchase something!!

What do I need to do??



THE BASICS

1. Purchase Requisition
2. Purchase Order
3. Notify Accounts Payable (Sondra Hall) when all items are received
4. Invoice – send all invoices to accounts payable
5. Accounts Payable will process payment

PURCHASE ORDER

1.) Once the Purchase Order (PO) has been approved, one of two things happens:

A.) Some vendors will automatically receive the APPROVED Purchase Order (PO) electronically from Ascender, if they provided an email for purchase orders in their vendor forms.

Or

B.) You will receive a copy of your APPROVED Purchase Order from Sondra - you may then order your items from your vendor via email, phone, fax, etc. and provide them with the PO number.

2.) You may not make any purchases without an approved purchase order or you may be subject to pay for it yourself.

TIOGA ISD

855 MCKNIGHT RD. TIOGA, TX. 76271-2769

Phone: (940) 202-2536

Fax: (940) 202-2587

S
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O
P
attn: SONDR
855 McKnight Road
PO Box 159
TIOGA, TX 76271
Requestor HALIE MARTIN

V
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N
D
O
R
GAME ONE
PO BOX 734933
DALLAS, TX 75373-4933

P.O. NUMBER 460033

ATTACHMENTS N

P.O. DATE 08-11-2025

DELIVER BY 08-11-2025

REQ NBR 360034

VENDOR NBR 06129

REF NBR

BID NBR

FEDERAL ID NBR 75-1613457

VENDOR NOTE

REFERENCE QUOTE# H6262920-00 DATED 07/28/2025 FOR
HALIE MARTIN

Page: 1 of 1		vendor phone: (903) 249-3799							
SEQ	QTY	UNIT	CATALOG NBR	DESCRIPTION	UNIT PRICE	DISCOUNT	FREIGHT	TOTAL PRICE	
001	4.00	EA	CBADGE-V01-34 WIART XS	5100GR GRAPHITE TEES	13.00000	.00	.00	52.00	
002	12.00	EA	CBADGE-V01-36 WIART SM	5100GR GRAPHITE TEES	13.00000	.00	.00	156.00	
003	12.00	EA	CBADGE-V01-38 WIART MD	5100GR GRAPHITE TEES	13.00000	.00	.00	156.00	
004	4.00	EA	CBADGE-V01-40 WIART LG	5100GR GRAPHITE TEES	13.00000	.00	.00	52.00	
005	1.00	EA	3027524-001-025 BLACK/BLACK/WHITE 7	W INFINITE RUN SHOES	80.00000	.00	.00	80.00	
006	1.00	EA	3027524-001-027 BLACK/BLACK/WHITE 7.5	W INFINITE RUN SHOES	80.00000	.00	.00	80.00	
007	1.00	EA		FREIGHT	32.00000	.00	.00	32.00	

Account Code	Encumbrance Amt	Invoice Nbr	Expend Amount
199-38-6399.19-101-691000	608.00		
Total:	\$608.00		

Approval Path			
Seq Nbr	Approver	Status	Date
1	SONDRA A HALL	Submitted	08-11-2025
2	SONDRA A HALL	Approved	08-11-2025
3	JAMES J BALLINGER	Approved	08-11-2025

TOTAL P.O. 608.00

ORIGINATOR	DATE	REQUESTOR	DATE	APPROVER	DATE
SONDRA A HALL	08-11-2025	SONDRA A HALL	08-11-2025	SONDRA A HALL	08-11-2025
APPROVER	DATE	APPROVER	DATE	RECEIVED BY	DATE
JAMES J BALLINGER	08-11-2025	<i>John Ballinger</i>	08-11-2025		

RECEIVING REPORT /PACKING SLIP

1. Upon receipt of item(s), purchaser must verify that the item(s) in the box(es) are the item(s) ordered.
2. If all is correct and complete, purchaser will then sign and date the receiving report or packing slip and forward them to Sondra Hall with a copy of the approved PO. If there is no packing slip, email Sondra Hall the PO # and indicate all items have been received and it's ready to pay.
3. If the order is wrong, purchaser will contact the vendor about corrections. If the order is incomplete, keep all receiving reports and packing slips until the full order is fulfilled.
4. **ALWAYS** - If an invoice is emailed or mailed to you, please forward it to accountspayable@tiogaisd.net or sondra.hall@tiogaisd.net so payment can be processed. (You can also send it through interoffice mail.) We only have 30 days to pay an invoice, so please send it ASAP.

Manitowoc Foodservice Group

PACKING SLIP

SHIP FROM: MANITOWOC FOODSERVICE WALK-IN & REFR 2915 TENNESSEE AVE PARSONS, TN 38363, United States

BUYER INFORMATION: PRIDE MARKETING & PROCUREMENT 826 FOCUS STREET STE 200 METAIRIE, LA 70005, United States

SHIP TO: SUPREME FUTURE CO INC POTTSBORO RD 105 CARDINAL LANE PAUL WICKETT POTTSBORO, TX 75076, United States

Waybill No. 123108290278667464 DELIVERY NO. 11459040 PICK-UP DATE 09-DEC-16

PAYMENT TERMS F.O.B.

FREIGHT TERMS PREPAID SHIP VIA UPS GROUND

ITEM	DESCRIPTION	CUST PO	SO NBR	SO LINE	QTY ORDERED	QTY SHIPPED	UNIT
236241075	KEYS ONLY #1311	POTT-1001	5648020	1.1	1.00	1.00	EA

GROSS WEIGHT 0.00 LB NET WEIGHT LB VOLUME:

EXTERNAL ASPECT:

ADDITIONAL INFORMATION: DATE:

TOTAL CARTONS: 0 AUTHORIZED SIGNATURE

Paul Wickert 12/14/16 SK walk-in freezer

Any questions.....

Contact:

Sondra Hall

Business Manager / Accounts Payable-Receiveable

(940) 202-2536 or ext 108 @ HS

Sondra.hall@tiogaisd.net