## 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 REQUISITION**

- 1. Verify Vendor is on the Approved Vendor List Found on TISD website If they are not, contact Sondra Hall to see what can be done to add them.
- 2. Complete Purchase Requisition form found on TISD website in the Business Office forms, in your campus breakroom or email.
- 3. Complete form. (Make sure purchase is Texas sales tax exempt.)
- 4. Send form and invoice or quote to Campus Principal/Supervisor for approval

TIOGA INDEPEN SCHOOL DISTRI O BOX 159 · TIOGA, hone: 940.202.2536 · F	CT IX 76271		PURCH	ASE REQUISITION
VENDOR NAME	Click here to enter text.	T	DATE	
	-		DATE	
STREET ADDRESS			NEEDED	
CITY, STATE, ZIP			DELIVER TO	
		-	CAMPUS	Click to choose a campus/dept.
FAX #		_	PERSON	
PHONE #			REQUESTING	
	comments here,	.lii.	REQUESTING	

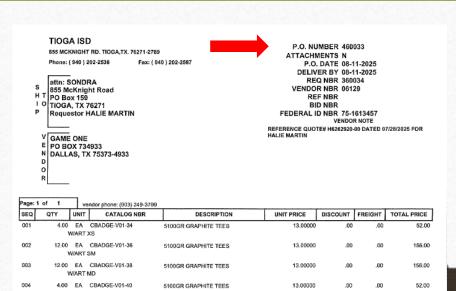
CATALOG NUMBER	QTY	,			DESCRIPTION		UNIT PRICE	TOT	AL
	Click he enter t		Click he	ere to enter text.			Click here to enter text.	\$	0.00
								\$	0.00
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							ng and Handling		
(fc		nd updat	es of totals	and grand total, <u>rig</u>	ht-click on the \$0.00 and clici	k "Update Field")	GRAND TOTAL	\$	0.00
supporting d	ocumentation.								
<ol><li>Get campus supervisor's</li></ol>	principal or approval.				Requestors Signature:				_
<ol> <li>Make a copy records.</li> </ol>	for your								
<ol> <li>Submit to So Business Off processing.</li> </ol>				F	Principal/Supervisor Appro	val:			
FUND	FUNCTION	OE	BJECT	SUB-OBJECT	ORGANIZATION	FY	PROGRAM	AM	OUN'
		1							

#### **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 <u>or you may be subject to pay for it yourself.</u>



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A	ccount Code	Encumbrance Amt	Invoice Nbr	Expend Amount			
199-36-63	99.19-101-691000	608.00					
	Total:	\$608.00					
		Approval Path					
Seq Nbr	Approve	r Status	Date				
1	SONDRA A HALL	Submitted	08-11-2025				
2	SONDRA A HALL	Approved	08-11-2025				

TOTAL P.O.

W INFINITE RUN SHOES

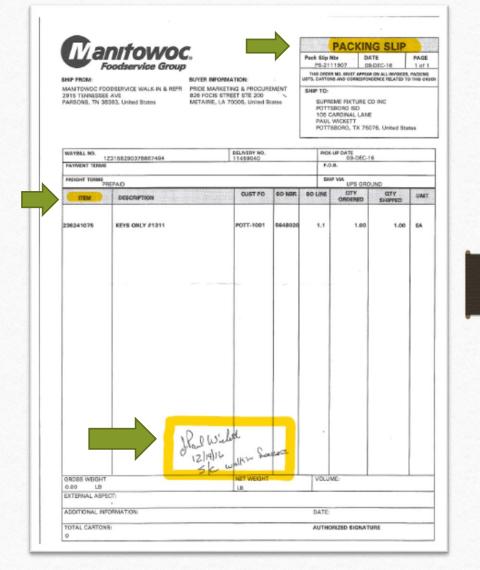
1.00 EA 3027524-001-025 BLACK/BLACK/WHITE 7 1.00 EA 3027524-001-027

BLACK/BLACK/WHITE 7.5

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
APPROVER JAMES J BALLINGER	DATE 08-11-2025		DATE 08-11-2025	RECEIVED BY	DATE

# 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 <a href="mailto:accountspayable@tiogaisd.net">accountspayable@tiogaisd.net</a> or <a href="mailto:sondra.hall@tiogaisd.net">sondra.hall@tiogaisd.net</a> 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.



Any questions.....

Contact:

Sondra Hall Business Manager / Accounts Payable-Receivable (940) 202-2536 or ext 108 @ HS

Sondra.hall@tiogaisd.net