



**Sarah J. Webber Media Arts Academy**  
**Purchasing Process**

1. Purchase orders should be initiated for any significant purchases. Purchase order forms need to *include* shipping and *exclude* taxes. Always keep a copy of purchase orders for your own records.
2. Purchase orders are given to the finance office for initial approval against budget.
3. Purchase orders are forwarded to Ms. McDonald for program related approval.
4. Purchase orders which have been dually approved will be returned to the requestor for initiation of purchase.
5. When purchasing, always try to purchase on account. Payment is usually expected to be made 60-90 days after the purchase is initiated. Any billing or purchasing questions should be directed to [billing@webbermaa.com](mailto:billing@webbermaa.com).
6. If your purchase requires immediate payment, please forward to Ms. Lawton for ordering assistance.
7. When the products are received, the packing slip needs to be signed indicating approval and forwarded to the finance office.
8. All receipts need to be mailed to the school or emailed to [billing@webbermaa.com](mailto:billing@webbermaa.com).