



Sarah J. Webber Media Arts Academy Purchasing Narrative

Purchase orders need to be initiated through either Ms. Lawton, Ms. Zimnie or Ms. Jagger using an official purchase order form. Forms can be obtained from Ms. Lawton at the front office or from Google Drive. Once completed by the initiator, purchase orders should be returned to finance desk for initial budget approval. Once approved by finance, POs will be forwarded to Ms. McDonald for project approval. After all approvals have been obtained, the purchase order is returned to the requestor for purchasing. Approved purchase orders are kept in the finance office in the file labeled "open purchase orders." Purchase orders should include all

Invoices for goods or services should be directed to and accumulated in the specific vendor's Open Invoice folder. Once received, the invoices are matched with the purchase orders. Once matched, receipt of goods or services must be obtained. The purchaser (or Ms. Lawton) must sign off on the actual invoices and remittance advices to verify that goods / services were received. Purchase orders, invoices and remittance advices should be stapled together. Final packets are returned to the business managers for entry into QuickBooks.

A monthly bill list and folder with all invoices recommended for payment is generated at the middle of each month by the business managers and emailed / given to Ms. McDonald. She will review and ultimately determine which payments will be made. Checks will be issued for approved items. Only those items with a completed invoice / purchase order packet may be paid. All invoices will be marked paid with the date and check number documented. A copy of the check will be printed and attached to the invoice packet. All invoice packets will be filed alphabetically by vendor in the front office. Checks are cut online by Ms. McDonald only. On a monthly basis, a list of all items paid will be provided to the board for review from the business managers.