

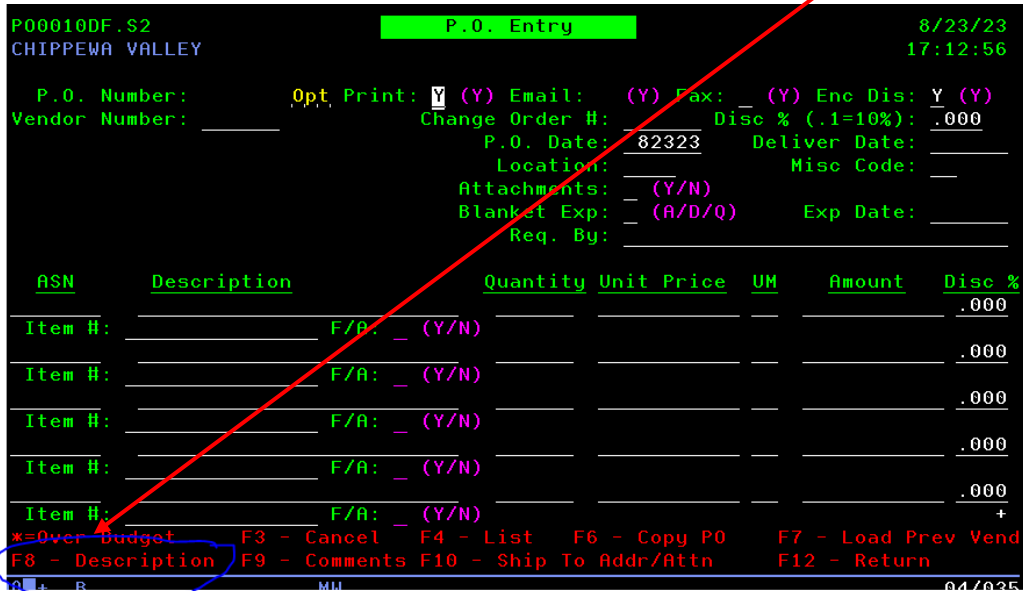
Chippewa Valley Schools

Purchase Order Reference Guide

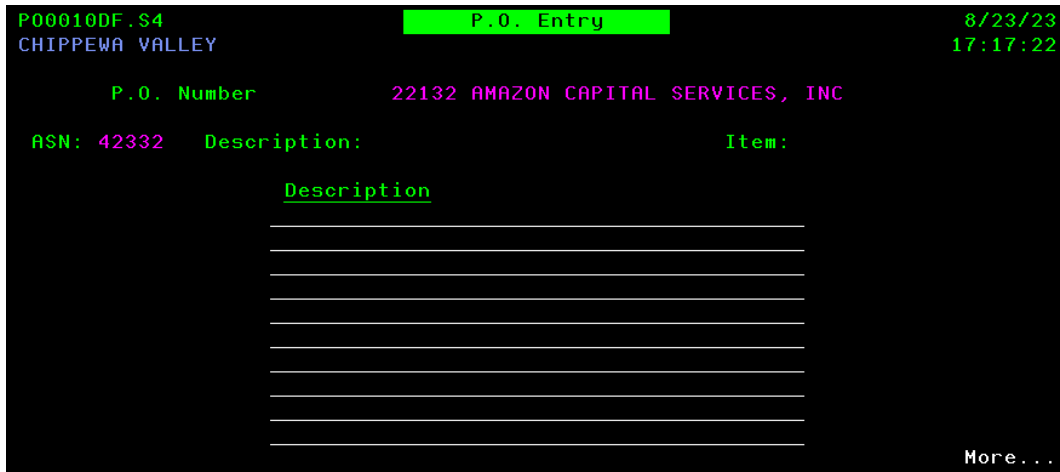
Creating POs

If you are referencing a quote/proposal/invoice, create the PO based on that – description of items, quantities, unit prices (AS400 will automatically calculate the amount), and item #s.

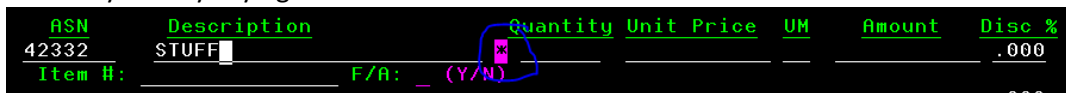
If more space is needed than just the first line, you can use the “Description” option (F8) while your cursor is on the description line.



This option opens a new window where you are not limited to the number of characters. When done, hit enter.



If there is more information added to the description, you'll notice an asterisk at the end of the line. You can view this anytime by keying F8 while the cursor is on that line number item.



If there is nothing to reference, create the PO with as much information as possible. Include detailed descriptions, item numbers, item options (color, size, etc.), unit price and quantities. Not only will this assist in authorizing the PO, but it could potentially help in the future if there is a need to look up a past order.

Comments

In the comments section (appears towards the bottom, center of the PO when printed) of the PO, include any information that would be helpful to understand what the PO is for.

Examples:

- Quote #:
- One-year subscription for the 2023-2024 School Year
- Contact person: Jane Doe – jdoe@cvs.k12.mi.us
- Pricing Per Bid # 12345
- Pricing Per Omnia Partners, Contract # 6789
- Board of Education approved on 9/5/23

This is especially important if the PO goes into the Authorization File so that upon reviewing it, there is a better understanding of the items being purchased. Often times, authorizing the PO is not a matter of questioning why you are purchasing it but rather what are you purchasing this for.

At any time in the PO Entry screen, key F9 to go to the PO Comments. When done, hit Enter.

The screenshot shows a terminal-style interface for 'P.O. Entry'. At the top left, it displays 'P00010DF.S5' and 'CHIPPEWA VALLEY'. The top center shows 'P.O. Entry' and 'PO Comments'. The top right shows the date '8/24/23' and time '11:48:08'. Below this, there are fields for 'P.O. Number' and 'Template Code: _____ (Optional)'. A section titled 'Comments' contains several horizontal lines for text entry. At the bottom right of the comments area, it says 'More...'. At the very bottom of the screen, there are three function key prompts: 'F4 - List', 'F7 - Internal Comments', and 'F12 - Return'.

Blanket POs

Blanket POs are used for the purchase of supplies and services during a school year. They are created for a period of time (usually annually depending on the situation) and invoices are liquidated against the total. Blankets are useful in situations involving reoccurring purchases of goods or services. They are not to exceed one fiscal year and the amount should reflect the total anticipated cost. Blanket POs can be a useful budgeting tool as the total cost is encumbered in AS400.

When creating blanket POs, include a description that states what the goods and/or services are.

Example:

Good description: *Inspections for 2023-2024* vs. **Better description:** *Districtwide Fire Inspections for 2023-2024 school year*

Authorization File

When POs are sent to the Authorization File, Purchasing will review it before releasing it. After it is released, the user can move forward to print or make any necessary changes. POs can be sent to the Authorization File for two reasons:

- 1 – Exceeds \$5,000*
- 2 – ASN is over budgeted

***NOTE:** Anything **over \$5,000** and under \$28,000 (the current State of Michigan threshold for competitive bids) **must accompany 3 quotes**. This ensures that we receive competitive pricing.

When 3 quotes are obtained, please forward them to Purchasing for further review. Additionally, list the information of the 3 quotes in the "Internal Comments" (F7) in the comments section of the PO Entry screen.

- F9 to go into PO Comments screen
- F7 to go into Internal Comments

When the internal comments is used, you will not see the information on the printed PO. This is solely for internal use only and can be viewed by looking it up in AS400. Including this information ensures that anyone looking up the PO sees that 3 quotes were obtained and that the both district policy and purchasing guidelines were followed.

The screenshot shows the 'P.O. Entry' screen for 'CHIPPEWA VALLEY'. The title bar includes 'P.O. Entry' and the date '8/24/23'. The screen displays fields for 'P.O. Number' and 'Template Code: _____ (Optional)'. Below these is a 'Comments' section with several horizontal lines for text entry. At the bottom, there are function keys: 'F4 - List', 'F7 - Internal Comments' (circled in blue), and 'F12 - Return'.

Copying a PO

If you are creating multiple POs that are the same but need to only make minor changes, like a shipping location, you can simply use the "Copy PO" option and change any necessary information.

The screenshot shows the 'P.O. Entry' screen for 'CHIPPEWA VALLEY' with various fields filled out, including 'P.O. Number', 'Vendor Number', 'P.O. Date: 82423', and 'Deliver Date'. A table with columns 'ASN', 'Description', 'Quantity', 'Unit Price', 'UM', 'Amount', and 'Disc %' is visible. At the bottom, there are function keys: 'F3 - Cancel', 'F4 - List', 'F6 - Copy PO' (circled in blue), 'F7 - Load Prev Vend', 'F8 - Description', 'F9 - Comments', 'F10 - Ship To Addr/Attn', and 'F12 - Return'. A red arrow points from the 'Copy PO' key to the 'F6 - Copy PO' text.

A small box will appear over the PO Entry screen.

The screenshot shows a terminal-style interface for 'P.O. Entry'. At the top, it displays 'P00010DF.S2', 'CHIPPEWA VALLEY', and the date '8/24/23'. Below this, there are fields for 'P.O. Number:', 'Vendor Number:', 'Opt Print: Y (Y)', 'Email: (Y)', 'Fax: (Y)', 'Disc % (.1=10%): .000', 'Exp Date:', and 'Disc Code:'. A central dialog box titled 'Copy PO' is overlaid, containing fields for 'From P.O. #:', 'To P.O. #:', 'To Fiscal Year:', and 'Copy Comments: _ (Y)'. Below the dialog box, there is a table with columns 'ASN', 'Descr', 'Amount', and 'Disc %'. The table lists several items, including 'F4 - List' and 'F12 - Return'. At the bottom of the screen, there is a legend for function keys: '*=Over Budget', 'F3 - Cancel', 'F4 - List', 'F6 - Copy P0', 'F7 - Load Prev Vend', 'F8 - Description', 'F9 - Comments', 'F10 - Ship To Addr/Attn', and 'F12 - Return'.

- PO Entry
- F6 – Copy PO
- In Copy PO Box:
 - -From PO #: _____ key in PO# you are copying from
 - -To PO # - Leave blank
 - -To Fiscal Year - Leave blank
 - -Copy Comments: ___ (Y) – if there are comments in the PO you are copying from and you want that to be included in the new PO, type “Y,” otherwise, leave it blank and there will be no comments.
- -Enter to exit Copy PO screen

PO Change

After a PO is entered, you can always go back into it to make changes.

- PO Processing Menu
- PO Change
- Enter PO # that needs to be changed
- Make any necessary changes
- Enter

Prepaid Deposit POs

There will be unique circumstances when a deposit or an initial upfront partial payment for the purchase of items/events/services is required. While it is not ideal to engage with vendors who require an upfront deposit, it is also the reality that some instances will result in it. In these scenarios, an initial payment is required by the vendor, we pay for part of the total amount, and upon the completion of the purchase or service, the remaining balance is paid in full.

For these unique types of purchases, a **PO needs to be created to show the entire order.**

INITIAL DEPOSIT

1. The first line(s) would indicate what is being ordered (include description of items, quantities, and unit prices).
2. The next lines would indicate the deposit amounts needed.

- a. Initial deposit
- b. Remaining balance as a negative dollar

ASN	Description	Quantity	Unit Price	UM	Amount	Disc %
42332	* FLOWERS FOR PROM	500	20.0000	EA	10000.00	.000
Item #:	F/A: _ (Y/N)					
42332	INITIAL 50% DEPOSIT				5000.00	.000
Item #:	F/A: _ (Y/N)					
42332	REMAINING 50% BALANCE				5000.00-	.000
Item #:	F/A: _ (Y/N)					

3. Print, sign and email the completed PO to the vendor.
4. The next steps would follow any other kind of PO for payment– after receipt of the invoice for the initial deposit, receive it (line item for the initial deposit) in AS400 and send the paperwork packet as usual for payment processing to the Business Department.

Note: Receive **only** the line item for the initial deposit

ASN	Description	Quantity	Unit Price	UM	Amount	Disc %
42332	* FLOWERS FOR PROM	500	20.0000	EA	10000.00	.000
Item #:	F/A: _ (Y/N)					
42332	INITIAL 50% DEPOSIT				5000.00	.000
Item #:	F/A: _ (Y/N)					
42332	REMAINING 50% BALANCE				5000.00-	.000
Item #:	F/A: _ (Y/N)					

REMAINING BALANCE (FINAL PAYMENT)

5. Upon completion of the purchase and receipt of the final invoice (which should be the remaining balance), you will once again receive the open line items on the PO. This should be the line item for the remaining balance and the first line item(s) that indicated what the PO was for. At this time, the PO receivers should all be received and is ready to be sent to the Business Department for payment processing.

ASN	Description	Quantity	Unit Price	UM	Amount	Disc %
42332	* FLOWERS FOR PROM	500	20.0000	EA	10000.00	.000
Item #:	F/A: _ (Y/N)					
42332	INITIAL 50% DEPOSIT				5000.00	.000
Item #:	F/A: _ (Y/N)					
42332	REMAINING 50% BALANCE				5000.00-	.000
Item #:	F/A: _ (Y/N)					

Bids

Purchases over the State of Michigan bidding threshold (\$28K) will be handled by the Purchasing Department to solicit bids and ensure we receive competitive pricing. The bidding process can take up to 4-6 weeks depending on the product/service, Board of Education meetings, and/or if it is Bond funded related purchases. Planning ahead will ensure a smooth bidding process for all parties involved. Once the bidding process is complete, Purchasing will notify the user department(s) on instructions on how to proceed.