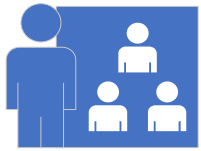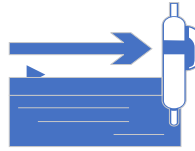# SCHOOL TECHNOLOGY PURCHASE ORDER PROCESSES IN IT

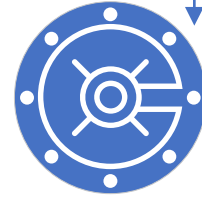End User – Requests a Quote from their Bookkeeper

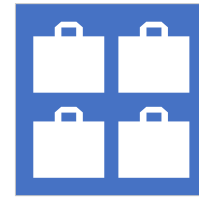Bookkeeper reaches out to IT Services for the Pricing

IT Services Places the order – *Email a copy of the order to the Bookkeeper when placing the order

Bookkeeper sends the PO to IT Services

IT Services Receives the Order and assigns a Control #

Asset Manager records the SN and Control number in the Inventory Program and enters a ticket for delivery and installation to the technician

Technician delivers and installs the device – returning the delivery slip back to the asset manager

Purchase Order Guidelines - *NO AMAZON

Items that should be on a completed PO:

Purchase Order Date and Number
Vendors Name and Address
Shipping address will always be:
  Office of Technology,
  809 Micanopy St.
  Wetumpka, AL 36092
Body of the Purchase Order:

Quantity
Item with Model or Product Number – main hardware pieces of
Hardware listed (little pieces optional) Unit Price and Total Cost - **Total cost should include shipping (all coded to obj code 495)

ALJP or Quote Number - Printers we need the Product # or Other Purchasing Cooperative Contract Number

Location which includes Central Office Department or School with Employee Name and Room Number Authorized by has a signature Account Number

*If this is from Special Funding please list this as well if tied to State or Federal Dollars