Purchase Orders – Process Flow

An electronic spreadsheet version of the purchase order form is available for use. Purchase Orders should contain account codes, unit prices, extensions, and totals, using actual costs. Please ensure current supplier pricing is being used. Shipping charges should also be included. If not known, please contact the supplier to obtain current prices and shipping charges. Once prepared, the purchase order (P.O.) should be signed by the appropriate authorized person (generally the Principal) and submitted to the board office.

Schools are strongly encouraged to scan the signed PO and attach to an e-mail sent to invoice@sncdsb.on.ca.   This will ensure timely receipt and re-distributing for obtaining appropriate approvals. PO's received in the mail should be forwarded directly to Accounts Payable (Luciana Costa - ext. 26). **Schools should not send a hard copy of the PO in the mail when it has already been e-mailed.**

School Budget purchases and other purchases for initiatives (codes) managed by a Superintendent
If approval is required from a Superintendent, Accounts Payable will forward the PO to the Administrative Assistant to the Superintendents (Maria Lapenskie – ext. 32) who maintains a signature file folder for each Superintendent. When the Superintendent is at the CEC, the Administrative Assistant to the Superintendents will give to the Superintendent to obtain the necessary signatures approving the PO. If a Superintendent is not physically available to sign for a period to time, an e-mail approving the PO will be sufficient. The e-mail should be attached to the PO as a record of approval. The Administrative Assistant to the Superintendents will obtain other levels of approval if required according to Appendix C. The PO is then handed back to Accounts Payable for further processing.

Other purchases
Accounts Payable will forward the PO to the appropriate person(s) for approval (Manager or Supervisor). Once properly signed for approval, the PO is to be given back to Accounts Payable for further processing.

Accounts Payable assigns the next available PO number on the approved PO and records details in the PO Log book. The PO is then forwarded to the supplier, typically via an e-mail attachment. Alternatively, the PO may be faxed or mailed to the supplier. The PO is stamped using the "Faxed" stamp if faxed. If the hard copy is to be mailed to the supplier, a copy will be kept.

A yellow "receiving" copy of the PO is forwarded back to the school or originating department. Once all goods are received or services completed, the "Receiving – School Use Only" portion of the yellow "receiving" copy of the PO should be completed and signed. It should be mailed to the CEC to Accounts Payable's attention, along with the packing slip.

If only partial shipment is received, the items received should be checked off on a copy of the PO and forward this copy of the PO to the CEC along with the packing slip.

The PO is then stored in the PO file drawer at the CEC waiting to be matched with the "receiving copy" of the PO, packing slip and invoice.

When an invoice is received it is matched and compared to the approved PO. Key data is highlighted to ease input entry. When evidence of receipts of goods or services is received (ie. packing slip, receiving copy of PO), it is attached to the invoice and PO to form a complete voucher package.

When it is determined to prepare cheques, fully matched voucher packages are gathered together in a batch. An adding machine tape is taken of the total of the invoices and HST, to later compare to the batch printout after entering into the A/P system.

After entering the batch, a "Transaction Batch List" and "Transaction Batch List with GST/HST" is printed. It is compared to the adding machine tape totals. If the totals don't agree, the Batch List should be compared on an invoice-by-invoice basis, and necessary corrections made to the adding machine tape or the actual entry in the A/P system. If the batch totals agree, the Listings are given to the Supervisor of Financial Services or the Manager of Finance for their review and signature for approval. Once signed, they are returned to Accounts Payable to "Post Batches" in the system.

The next step in the A/P system is "AP Payments Due". Both the "AP Due" and "AP Not Due" reports should be selected. These printouts are then given to the Supervisor of Financial Services or the Manager of Finance for their review and signature. Next, "Process Cheques" is selected. A back up must be carried out as noted from the Warning message. At this stage, ensure special cheque paper is inserted in the MICR (magnetic imaging) printer. The resulting printed Cheque Register is given to the Supervisor of Financial Services or the Manager of Finance for their final review and signature. A second signature should be obtained approving the Cheque Register. The Supervisor of Financial Services or the Manager of Finance will then select "Print Cheques" and input the special password when prompted. The cheques are printed on the appropriate printer with a MICR print cartridge.

The copy of the cheque is stapled to the voucher package and filed alphabetically. As an added check, the cheque copy should be matched to the amount on the voucher package.

Cheques, with any necessary documentation attached, are mailed to the supplier.