

COLLEGE STATION INDEPENDENT SCHOOL DISTRICT

GUIDELINES FOR RUNNING PURCHASE ORDERS

Running Purchase Orders (RPO)

1. When entering the requisition type "Running PO" in the notes section.
2. The description should tell what the campus/department is purchasing. See examples below:
 - a) Snacks (food)
 - b) Office Supplies
 - c) Meeting Supplies
 - d) Meals for Meetings (of staff development)
3. Once the Purchase Order has been approved the Campus/Department will receive the white, green, and yellow copy.
4. It is important that payments against the RPO are tracked by the campus/department because the Business Office will close the RPO when all funds are spent. A new RPO will need to be requested if additional purchases will be made. The campus/department must notify the vendor of the approved RPO number and have then include it on invoices. **PLEASE NOTE:** Effective 9/1/12, the Business Office will no longer be able to add funds to a RPO. A new RPO will have to be requested.
5. In the body of the PO, on the left side, or on the back if there is not room, make several lines to start a running balance
6. On the 1st line write the date items were received, or date of event, invoice amount, and remaining balance of PO. **NOTE:** If there has been a RPO created with a catering vendor then the event must also be included. See examples attached.
7. Make a copy of the Green on white paper
8. Highlight the amount to be paid
9. Verify Goods or Services were received
10. Sign copy of green on "MDSE REC'D BY:" line located in the bottom left hand corner
11. Write on the copy of the green the date received on the "DATE REC'D:" line located below the "MDSE REC'D BY:" line
12. Staple **ORIGINAL** invoice/receipt and all packing slips to copy of green
13. Send to Business Office for payment processing
14. If a payment request is sent with copy of green, but invoice amount is greater than RPO balance, the RPO will be closed.
15. The Business Office will notify the campus/department when RPO has been closed and will request the green be sent to the business office.

EXAMPLE OF RUNNING PO FOR SUPPLIES, ETC.

DATE: 04/26/12

PURCHASE ORDER NO.

PAGE: 1

IMPORTANT: Purchase order number must appear on all invoices, packages, and other correspondence.
No C.O.D. shipments will be accepted.
All Purchase Orders must be boxed separately.

SEND INVOICE IN DUPLICATE TO:

V
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N
D
O
R

67020
SAM'S CLUB DIRECT
PO BOX 660673
ACCT #10374377109-TAX EXEMPT
DALLAS TX 75266

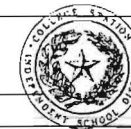
College Station ISD
Business Office
1812 Welsh Avenue
College Station, TX 77840-4800
(979) 764-5407

S
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COLLEGE STATION I.S.D.
1812 WELSH
COLLEGE STATION, TX 77840
ATTN:

TERMS: NET 30 DAYS		F.O.B. DESTINATION		CMTS REGION VI		REQUIRED BY													
ITEM	ITEM NO.	QUANTITY	U.O.M.	DESCRIPTION		UNIT PRICE	EXTENSION												
01		1		RUNNING PO SUPPLIES		1000.0000	1,000.00												
<p><i>Partial Pay</i></p> <table border="1"> <thead> <tr> <th><u>Receipt Date</u></th> <th><u>Amount</u></th> <th><u>Balance on PO</u></th> </tr> </thead> <tbody> <tr> <td>7-2-12</td> <td>450.00</td> <td>550.00</td> </tr> <tr> <td>7-9-12</td> <td>36.50</td> <td>513.50</td> </tr> <tr> <td>7-16-12</td> <td>82.56</td> <td>430.94</td> </tr> </tbody> </table>								<u>Receipt Date</u>	<u>Amount</u>	<u>Balance on PO</u>	7-2-12	450.00	550.00	7-9-12	36.50	513.50	7-16-12	82.56	430.94
<u>Receipt Date</u>	<u>Amount</u>	<u>Balance on PO</u>																	
7-2-12	450.00	550.00																	
7-9-12	36.50	513.50																	
7-16-12	82.56	430.94																	
						PAGE TOTAL \$	1,000.00												
						TOTAL \$	1,000.00												

M. Rey



TAX EXEMPTION #1-74-6000528-7.
College Station ISD is exempt from payment of sales, excise, or use taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas (Articles 20.01 (F) (4)).

APPROVED BY:

MDSE. REC'D BY: _____
DATE REC'D: _____
REQUISITION NO. R12'
REQUISITION DATE: _____



ITEM	BUDGET CODE	ACCOUNT	AMOUNT	PROJECT CODE
01			1,000.00	

RECEIVING

EXAMPLE OF RUNNING PO FOR CATERING

DATE: 07/12/12

PURCHASE ORDER NO.

IMPORTANT: Purchase order number must appear on all invoices, packages, and other correspondence.
 No C.O.D. shipments will be accepted.
 All Purchase Orders must be boxed separately.

PAGE: 1

SEND INVOICE IN DUPLICATE TO:

V
E
N
D
O
R

44195 FAX: 979-764-2712
 JASON'S DELI
 CORPORATE ACCOUNT #C38960
 USE AT ANY JASON'S LOCATION

College Station ISD
 Business Office
 1812 Welsh Avenue
 College Station, TX 77840-4800
 (979) 764-5407

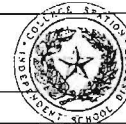
S
H
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COLLEGE STATION I.S.D.
 COLLEGE STATION, TX 77840
 ATTN:

TERMS: NET 30 DAYS F.O.B. DESTINATION CMTS APPROVED VENDOR REQUIRED BY Oct. 28, 2011

ITEM	ITEM NO.	QUANTITY	U.O.M.	DESCRIPTION	UNIT PRICE	EXTENSION												
01		1	EAC	RUNNING PO MEETINGS	150.0000	150.00												
<i>Partial Pay</i>																		
<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Event Date</u></th> <th style="text-align: left;"><u>Amount</u></th> <th style="text-align: left;"><u>Event</u></th> <th style="text-align: left;"><u>Balance on PO</u></th> </tr> </thead> <tbody> <tr> <td>7-3-12</td> <td>42.50</td> <td>Staff mtg</td> <td>107.50</td> </tr> <tr> <td>7-9-12</td> <td>37.50</td> <td>Interview mtg</td> <td>70.00</td> </tr> </tbody> </table>							<u>Event Date</u>	<u>Amount</u>	<u>Event</u>	<u>Balance on PO</u>	7-3-12	42.50	Staff mtg	107.50	7-9-12	37.50	Interview mtg	70.00
<u>Event Date</u>	<u>Amount</u>	<u>Event</u>	<u>Balance on PO</u>															
7-3-12	42.50	Staff mtg	107.50															
7-9-12	37.50	Interview mtg	70.00															

Charlotte Neville



PAGE TOTAL \$ 150.00
 TOTAL \$ 150.00

TAX EXEMPTION #1-74-6000528-7.

College Station ISD is exempt from payment of sales, excise, or use taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas (Articles 20.01 (F) (4)).

APPROVED BY:

MDSE. REC'D BY: _____
 DATE REC'D: _____
 REQUISITION NO. R120
 REQUISITION DATE: _____



ITEM	BUDGET CODE	ACCOUNT	AMOUNT	PROJECT CODE
01				

RECEIVING