



**Weston Public Schools**  
**Purchase Order Management**

Finance and Operations Office  
89 Wellesley Street  
Weston, MA 02493

<b>Procedure:</b>	MUNIS Purchase Order Processing	<b>Revised Date:</b>	May, 2012
<b>Policy:</b> WPS procures only those items and services that are required to perform the WPS mission.			
The purpose of the Purchase Order form is to provide Vendors with documented authorization/approval for school department purchasing.			
<b>Completed By:</b>	Individual Entering Requisition	<b>Reviewed By:</b>	Bookkeeper
<b>Approved By:</b>	Assistant Superintendent for Finance and Operations	<b>Entered By:</b>	Assistant Superintendent for Finance and Operations
<b>Form Title:</b>	MUNIS Purchase Order	<b>Estimated Time Frame:</b>	1 working day
<b>Process for Completion:</b>			
<p>The Assistant Superintendent for Finance and Operations reviews and approves all Requisitions in MUNIS. Once a Requisition is approved it is converted and a Purchase Order document is generated.</p> <p>The four copies of the Purchase Order document is printed on the Bookkeeping Office printer. The Bookkeeper highlights the following:</p> <ul style="list-style-type: none"><li>• Business Office copy</li><li>• Receiving copy</li><li>• School/Department copy</li><li>• Vendor copy</li></ul> <p>Distribution:</p> <ul style="list-style-type: none"><li>• Receiving and School/Department copies are sent to the school/individual who will be responsible for receiving the goods or services.</li><li>• Business copy with any backup, e.g., quotes, price lists, etc., are filed in the Bookkeeping Office.</li><li>• Vendor copy is faxed to the Vendor along with any supporting documentation.</li></ul> <p>The Vendor copy held by the Bookkeeper until the Vendor Invoice is received and processed for payment. The Vendor copy is kept until the PO has been paid/closed. PO's are filed.</p>			
<b>For additional information, please contact:</b>			
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<b>External URL:</b>	www.westonschools.org		
<b>Weston School Committee Policy:</b>	Purchasing and Contract Authority, DJ/DJE and Purchasing and Bidding Requirements, DJE		