III. PURCHASE ORDER PROCESSING

A. Description of the Purchase Order Fields

Following is a detailed description of the purchase order lines that will be generated from the requisition lines created. Depending on the type of requisition line that was created, a purchase order line will be generated for:

- A specific amount of money but no specific items (Order Not to Exceed) (Exhibit 6).
- An exact total (less discount, plus shipping and handling) of the items on the “Order Form.” (Order With Attached List) (Exhibit 7).
- Specific items, quantity, unit price, etc. to be ordered. (Specific Line Item Order) (Exhibit 8).

1. Invoice To: This field will always be entered as the following:

   School Board of Broward County
   Accounts Payable Department
   7720 W. Oakland Park Blvd.
   Suite 304
   Sunrise, Florida 33351
   (954) 765-6753

2. Purchase Order Number: This is a ten (10) digit system generated sequential number that identifies a purchase order. At the end of this 10 digit number is an alpha character which identifies the appropriate Buyer/Purchasing Agent.

   The first digit will represent the fiscal year in which the purchase order was created. The remaining numbers will be a sequential number.

3. Page: Numbered 1, 2, 3, etc.
III. PURCHASE ORDER PROCESSING

A. Description of the Purchase Order Fields

4. **Blanket Release:** Not applicable at this time.

5. **Change Notice:** Numbered 1, 2, 3, etc. to identify the number of the change to the purchase order.

6. **To:** Name and address of vendor being ordered from.

7. **Ship To:** The name, address and telephone number of the location indicating where the order is to be shipped by the vendor.

8. **Date Printed:** Date the purchase order was printed.

9. **Terms of Sale:** The payment terms associated with the purchase order.

10. **Tax:** Not applicable

11. **Ship Via:** A code that specifies the method of shipment that will be used in transporting the goods.

12. **FOB:** A code which means “Freight Board” and which defines when title and control of goods passes from seller to buyer.
P-402, Dated 1/1/96

Subject: Purchasing Policies

III. Purchase Order Processing

A. Description of the Purchase Order Fields

13. **Freight Terms:** Specifies the terms agreed upon for handling freight costs.

14. **Additional Cost:** Additional charges associated with this purchase order.

15. **Line:** The line number will be unique for each item ordered on a purchase order.

16. **Quantity:** The quantity required as carried from the requisition line.

17. **U/M:** Unit of Measure (i.e. each, lot, carton, case, etc.)

18. **Vendor Item:** The manufacturer’s name and model number, when applicable.

19. **Date Due:** The date required for delivery to the “Ship To” location.

20. **Catalog Number:** The identification of items that are grouped together identified with four (4) alpha characters. When used, they form part of the item number (i.e. ZZZZ, STND, WHSE, CSTD, SERV and DIST).
SUBJECT: PURCHASING POLICIES

III. PURCHASE ORDER PROCESSING

A. Description of the Purchase Order Fields

21. **SBBC Item:** The nine (9) digit or five (5) Number: digit item number necessary to place an order, assigned by the School Board.

22. **Unit Price:** Price for the item, in the Unit of Measure for that item.

23. **Amount:** Total dollar amount of line item (Quantity X Unit Price).

24. **Total:** Total dollar amount of all lines of the purchase order.

25. **Body of PO:** Item comments concerning bid, discounts, whether the order is an “Order Not to Exceed” or an “Order With Attached List,” etc.

B. Distribution of the Purchase Order

**Original white with Gray shading** Vendor Copy
**White with Green shading** Purchasing File Copy
**White with Red “X”** Accounts Payable
**Yellow** Originator File
III. PURCHASE ORDER PROCESSING

C. Manual Receiving Procedures for Purchase Orders

The following Receiving Procedure gives a step-by-step account as to how merchandise should be checked in for “Orders Not to Exceed” and “Orders With Attached Lists.” “Specific Line Item Orders” will be received on-line in the FAST System. Procedures can be found in Section V.

1. Receipt of Paperwork

A purchase order is created by the Purchasing Department and two copies are sent to the School/Department requesting the order, if the School/Department is both the Requester and the Receiver (yellow Originator copy and white with pink shading Receiver copy).

a. If on School/Department is ordering merchandise for another School/Department’s Originator copy of the purchase order to the Requester (location paying for the merchandise). The Receiver copy of the purchase order will be sent to the School/Department who will be receiving the merchandise.

b. It is recommended that the School/Department maintain an open and closed file of purchase orders but it is at the discretion of the Bookkeeper/Budgetkeeper as to how the files are actually maintained. However filed, the purchase orders should be properly filed while awaiting delivery of the merchandise.
III.  PURCHASE ORDER PROCESSING

C. Manual Receiving Procedures for Purchase Orders

(continued)

2. Receiving Merchandise for “Orders Not to Exceed” and “Orders With Attached Lists”

The following is the procedure to be used when receiving goods against these two types of orders.

a. The invoice will be entered into the FAST system and will be placed on hold when initially received in Accounts Payable.

b. The original invoice will be sent to the School/Department receiving the merchandise for signature approval by the Principal, Department Head or designee.

Note: If the original invoice is sent directly to the School/Department, it should be approved at this point and then sent to Accounts Payable for entry into FAST.

1) Invoice approval – determine that the person who received the goods has indicated the date they were received, that the correct quantity of goods ordered was received in good condition, or the service provided was performed to the location’s satisfaction, and that the person who received the goods or service has signed the invoice. The original invoice must be dated and approved by the authorized Unit Administrator. Copies or duplicate invoices are not acceptable. Facsimile signatures are not acceptable. Authorized signature cards must be on file in the Accounts Payable Department matching signatures on invoices.
III. PURCHASE ORDER PROCESSING

C. Manual Receiving Procedures for Purchase Orders
(continued)

2. Receiving Merchandise for “Orders Not to Exceed” and “Orders With Attached Lists”

2) Extension check – check all bid discounts, calculations and extensions and other pertinent information. If an error exists, contact the vendor regarding the correction.

3) Sales tax – if the vendor added a state sales tax, correct the invoice and immediately notify the vendor of the change and furnish them with a copy of the School Board’s tax exemption certificate. (School Board state tax exemption number is 16-03-196472-53C). Contact the Treasurer’s Office for a copy of this certificate.

c. The receiving School/Department will make two copies of the approved original invoice and forward the original invoice and one copy of the invoice to the Accounts Payable Department.

d. The second copy of the invoice will be attached to the “Order Not to Exceed” approved and filed in the appropriate purchase order file. For the “Order With Attached List”, the second copy of the invoice will be attached to the purchase order and the location’s copy of the “Order Form.”
SUBJECT: PURCHASING POLICIES

III. PURCHASE ORDER PROCESSING

C. Manual Receiving Procedures for Purchase Orders
   (continued)

2. Receiving Merchandise for “Orders Not to Exceed” and “Orders With Attached Lists”
   e. If a third party (Requester) is paying for the merchandise, the only instance where they need to approve the invoice is when an overage on the order exists. In this case, the receiving location will sign the original invoice, make a copy for their records, and forward the original to the third party. The Requester will then approve the invoice, make two copies of the approved original invoice and forward the original and one copy to the Accounts Payable Department.

   If the third party will not approve the overage, either the merchandise will be returned to the vendor or the receiving location will need to pay from their budget, using a check request.

   f. Shipments with Exceptions – all exceptions should be noted on the invoice as stated in the procedures for exceptions on receivers (See Section V).
**PURCHASE ORDER**
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
PURCHASING DEPARTMENT
1320 SOUTHWEST FOURTH STREET
FORT LAUDERDALE, FLORIDA 33312-7535
TELEPHONE (305) 765-6120
EQUAL OPPORTUNITY EMPLOYER
SUBMIT ALL INVOICES IN DUPLICATE

**SCHOOL BOARD OF BROWARD COUNTY**
ACCOUNTS PAYABLE DEPARTMENT
P.O. BOX 5408
FT. LAUDERDALE, FLORIDA 33310-5408

**TO**
CHASELLE INC
9645 GERWIG LANE
COLUMBIA, MD 21046-01502

**FROM**
RAMBLEWOOD ELEMENTARY SCHOOL
8950 SHADOWWOOD BLVD
CORAL SPRINGS, FL 33071

**DATE PRINTED**
12/09/91
**TERMS OF SALE**
NET 30
**TAX**
.00

**SHIP VIA**
**FOB**
**DESTINATION**
**FOB DESTINATION**
.00

<table>
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<tr>
<th>LINE</th>
<th>QUANTITY</th>
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<th>SBBC ITEM NO.</th>
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CLASSROOM SUPPLIES, STANDING ORDER CHASELLE

100 55101511 2721100000
REQUISITION 2721100001
LINE 1
NOT TO EXCEED TOTAL AMOUNT SPECIFIED
BI #92-068H, MINIMUM ORDER $100.00
12% DISC. SUPPLIES, 90-91 CATALOG
05% DISC. EQUIPMENT, FREIGHT PREPAID AND ADD
AS PER BID AND SPECIFICATIONS
BID EXPRES 8/5/92

**TOTAL**
2,000.00

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

The nondiscrimination clause contained in Section 202. Executive Order 11246 as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.

**FLORIDA STATE SALES TAX EXEMPT 16-03-198472-53C**
**FEDERAL EXCISE TAX EXEMPT 35-784062-4**

By
DIRECTOR OF PURCHASING AND WAREHOUSING

**VENDOR COPY**
## PURCHASE ORDER

**The School Board of Broward County, Florida**

**Purchasing Department**

1320 Southwest Fourth Street
Fort Lauderdale, Florida 33312-7535

Telephone (305) 765-6120

Equal Opportunity Employer

Submit all invoices in duplicate

---

**TO BECKLEY CARDY INC**

Att: Joe Lacourse

12317 Cabot Court

Boca Raton 33428

**TO RAMBLEWOOD ELEMENTARY SCHOOL**

8950 Shadowwood Blvd

Coral Springs, FL 33071

Telephone (305) 344-5860

**DATE PRINTED** 12/09/91

**TERMS OF SALE** NET 30

**TAX** .00

**SHIP VIA** FOB

**FOB DESTINATION**

**ADDITIONAL COST** .00

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Classroom Supplies, Standing Order Chaselle

- Requisition 2721100001
- Not to exceed total dollar amount specified as per attached list
- BI #92-068H, Minimum Order $25.00

16% Disc. Supplies from 90-91 Catalog

5% Disc. Equipment, Freight prepaid and add as per bid and specifications

Bid expires 8/5/92

**TOTAL** 65.82

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The nondiscrimination clause contained in Section 202. Executive Order 11246 as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.

**The School Board of Broward County, Florida**

Florida State Sales Tax Exempt: 16-03-196472.53C

Federal Excise Tax Exempt: 35-784962-A

By

DIRECTOR OF PURCHASING AND WAREHOUSING

VENDOR COPY
# PURCHASE ORDER

## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

### PURCHASING DEPARTMENT

1320 SOUTHWEST FOURTH STREET
FORT LAUDERDALE, FLORIDA 33312-7535

**TELEPHONE (305) 765-6120**

**EQUAL OPPORTUNITY EMPLOYER**

**SUBMIT ALL INVOICES IN DUPLICATE**

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### VENDOR COPY

**PURCHASE ORDER NUMBER AND SHIP TO INFORMATION MUST APPEAR ON ALL SHIPMENTS, BILL OF LADINGS, PACKING LISTS AND INVOICES. FAILURE TO INCLUDE THIS INFORMATION WILL RESULT IN REFUSAL OF SHIPMENT AT VENDOR'S EXPENSE AND/OR DELAY OF PAYMENTS.**

---

**SCHOOL BOARD OF BROWARD COUNTY ACCOUNTS PAYABLE DEPARTMENT**

P.O. BOX 5408
FT. LAUDERDALE, FLORIDA 33310 - 5408

**MICRO SECURITY SOLUTIONS INC**

1171 WEST FAIRWAY ROAD
PEMBROKE PINES, FL 33026 -

**COMPUTER TECHNOLOGY**

600 SE 3RD AVE, 2ND FLOOR
FORT LAUDERDALE, FL 33301 305-768-8606

**DATE PRINTED**

05/28/93

**TERMS OF SALE**

NET 30

**TAX**

.00

**SHIP VIA**

FOB

**DESTINATION**

FOB DESTINATION

**ADDITIONAL COST**

.00

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### PURCHASE ORDER NUMBER AND SHIP TO INFORMATION MUST APPEAR ON ALL SHIPMENTS, BILL OF LADINGS, PACKING LISTS AND INVOICES. FAILURE TO INCLUDE THIS INFORMATION WILL RESULT IN REFUSAL OF SHIPMENT AT VENDOR'S EXPENSE AND/OR DELAY OF PAYMENTS.

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**REQUISITION:** 9827000 36  
**LINE:** 0001  
**FUND:** 3970  
**ACCT:** 5740642  
**CNTNR:** 98270078959  
**PTS:**

**LOCK & CABLE TO SECURE TANDY 1000, LDK KIT 5B.. AS PER BID AND SPECIFICATIONS**

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**TOTAL:** 57.78

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**FLORIDA STATE SALES TAX EXEMPT 16-03-196472-53C  FEDERAL EXCISE TAX EXEMPT 35-704062-4**

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**DIRECTOR OF PURCHASING AND WAREHOUSING**

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**VENDOR COPY**

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The nondiscrimination clause contained in Section 202. Executive Order 11246 as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.

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By ____________________________

DIRECTOR OF PURCHASING AND WAREHOUSING