

FINANCE – SUPPLY ORDERS – VERIFICATION OF DELIVERY  
ADMINISTRATIVE PROCEDURES

Most items purchased by the district are checked in by the Receiving Room personnel. Orders are checked for accuracy, breakage, back orders and other detail concerning the shipment. This office also certifies and approves payments to vendors. The Receiving Department will enclose a copy of the packing slip or purchase order with each order as it is delivered to various departments and schools. This will aid district personnel in verifying their original order.

Information recorded in the left column on the purchase order by the Receiving Room personnel will be as follows:

- A. BO – Back Ordered (will appear to the right of the description with back order date indicated).
- B. O – Received (when the quantity number is circled it indicates the items have been received and should be endorsed).
- C. 4-Partial Order (a circled number will appear to the left of the quantity number which signifies the items enclosed with the delivery. The balance could be on back order, missing or canceled).
- D. Date of first check-in, date of second check-in, etc.

See the reverse side of this page for the bottom portion of a sample purchase order which shows how these symbols or letters are to be used. This process is intended to keep employees better informed regarding their orders.