

FINANCE – ORDERING ITEMS ON “APPROVAL” OR “TRIAL” BASIS –  
ADMINISTRATIVE PROCEDURES

Occasionally it is desirable to order certain books and materials on an “approval” basis where we would retain the privilege to return these items. Quite often this type of material is advertised by direct mail which includes an order slip. These order slips are not to be sent in directly by schools or departments, rather the following procedure should be followed:

1. Prepare a general requisition form marking the request “items to be sent on approval” or similar wording as appropriate.
2. If the school has received an order slip, this may be attached to the requisition.
3. The request would be routed in the normal fashion. Purchasing will issue a purchase order showing that the items are on approval.
4. When the materials arrive, if they are to be kept, the schools’ blue purchase order copy should be so marked by the employee and sent to accounts payable. Detailed information should be written on the purchase order copy explaining the disposition of the various items on the purchase order. If the materials are to be returned, the procedure for “returning merchandise for credit” should be followed. In this case receiving copy of the purchase order should be marked “items to be returned” and sent to accounts payable.

EXCEPTION: Requests for audio-visual materials (filmstrips, media kits, etc.) are handled through district media

5. Unless instructed differently, “on approval” orders submitted in the spring will not be processed until mid-August. This will prevent items from being shipped in June and July when there isn’t anyone to review them. Most companies will not allow “on approval” items to be kept over 30 days.
6. Personnel who order materials on approval without a purchase order may be obligated to pay the supplier from their personal funds if the order is damaged or lost.