
Purchase Request/Order System via E-mail

1. Attach completed purchase order form and quote sheet to e-mail
2. Subject line should include:
 1. PR Approval
 2. Name of Vendor
 3. Contract or Program

Examples: PR Approval - Wyricks - DHS-01-THOMPSON-08

PR Approval - Sonny's Grocery Store - Head Start

3. Following information should be included in the body of the e-mail.
 1. Please approve PR for
 2. Name of Vendor
 3. Amount
 4. Purpose
 5. Program/Contract
 6. Line Item

Example: Please approve PR for Wyricks from contract #13467-DHS for the amount of \$800.00 to purchase supplies (see attached).

Example: Please approve PR for Sonny's Grocery Store from in the amount of \$1,000.00 for grocery supplies for Atoka Head Start.

4. E-mail the request to the program director for approval.
5. Program Directors following information must be in the body of the e-mail the following information.
 1. Approval
 2. Name of Vendor
 3. Amount
 4. Program/Contract

Example: I approve for \$800.00 to be paid to Wyrick's Lumber Company from Contract # 13367 HOME 08 - Thompson for purchase of supplies. Line Item - Oper/Supplies.

Example: Approved - Purchase Request - \$1,000.00 - Sonny's Grocery Store - grocery supplies - Atoka Head Start - Line Item -Nutrition

6. E-mail to the Executive Director for final approval.
7. The Executive Director will approve and send on to Bookkeeping to be assigned a PO #.
8. Bookkeeping will e-mail you a purchase order #
9. Print out the purchase order and all backup. Put purchase order # assigned on po form.
10. Upon completion of receiving report attach Purchase order and all supporting documentation. Bookkeeping does not print out the purchase order or supporting documentation it is kept electronically. This will keep all documentation needed together and save on paper by just printing once.
11. Bookkeeping will remove the purchase order from the list upon receipt of all documentation.