

# Malden Public Schools Central Business

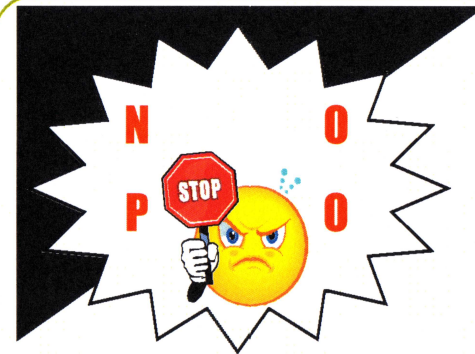
## Purchasing Guidelines

Detailed  
Guidelines  
can be found  
on the  
Central Office  
Website.

### Basic Steps To Successful Ordering



- Send in a requisition (REQ) to order materials, request services or arrange for a reimbursement before you buy!
- Wait for your copy of the purchase order ("OK TO PAY") via interoffice mail.
- Return the signed "OK TO PAY" copy after materials have been received OR services have been rendered.
- Submit vendor invoice to accounts payable for payment.



- DO NOT CALL OR FAX IN ORDERS TO VENDORS WITH OR WITHOUT A PO (Purchase Order)
- DO NOT REQUEST SERVICES FROM ANYONE WITHOUT A PO
- DO NOT PERFORM SERVICES FOR ANYONE WITHOUT A PO
- DO NOT PURCHASE ITEMS OR MAKE TRAVEL ARRANGEMENTS FOR REIMBURSEMENT WITHOUT A PO
- DO NOT BOOK FIELD TRIPS OR BUSES FOR FIELD TRIPS WITHOUT A PO

Basic rule ... Don't do anything  
without a purchase order!

