



Dear Sir/Madam,

The Wentzville School District has a strict policy of using **purchase order numbers** when purchasing goods or services throughout our district. No other method of purchase will obligate the Wentzville School District.

We have informed our staff that approved purchase orders are the only authorized method for acquiring goods and services and a purchase order begins the ordering process. It is not the conclusion of the ordering process. Invoices dated prior to the approval date of the purchase order will not obligate the district for payment; it may, however, obligate your company and/or the Wentzville staff member.

Staff members can contact you for quotes. If you are asked to begin the ordering process without a **purchase order number**, this may result in non-payment from the district, and puts the onus on the staff member personally. Accepting any order without a **purchase order number** puts your company at risk of becoming an unauthorized vendor in our system.

**ORDERING PROCESS**

**School Enters PO**



**Approval of PO**



**School Receives PO**



**School Starts the Order Process with the Vendor**



**Goods or Services Received**



**Invoice Received**

Respectfully,

Lisa Salisbury,  
NIGP-CPP, CPPO  
Director of Purchasing