



First Baptist Academy Purchasing Procedure

General Purchasing Procedure:

- Complete a **Purchase Request Form** and give the form to Mrs. Morris to obtain approval.
- For online purchases using a credit card, Mrs. Morris will place the order or coordinate with you to place the order should the order need to be placed through your online account. Please note that the school has created tax exempt status accounts with the following organizations: Amazon, Walmart, Quill, and Office Depot/Max, The School Box, and Discount School Supply.
- As shipments arrive, Mrs. Koerner or Mrs. Morris will confirm the shipment is correct and will then coordinate with you for pick-up.
- For purchases that will be either invoiced or reimbursed, you may purchase once you have received approval. Mrs. Morris will notify you once purchase approval has been obtained.
- Please ensure that any documentation pertaining to the order (order summary/confirmation, receipt of payment, invoice, packing slip, etc.) that you may receive are given to Mrs. Morris.

Print Purchasing Procedure (T-Shirts, etc.):

For all athletic-related print orders, please refer to the Athletic Uniform Procedures.

- Contact the vendor's sales rep to coordinate what you want to order (designs, availability, etc.)
- Once you confirm what you want to order with the rep, request a quote ensuring all fees will be included in the quote (for ex. art/setup/printing fees, shipping fees, etc.)
- Complete a **Purchase Request Form** (including the rep's contact info) and give the form along with the quote to Mrs. Morris to obtain approval.
- Once approved, Mrs. Morris will contact the rep to give the go ahead and file the order summary/confirmation received from the vendor.
- As shipments arrive, Mrs. Morris will check off against the order summary/confirmation and will coordinate with you for pick-up.
- Upon pick-up, Mrs. Morris will go through the order inventory with you to confirm the order is correct and invoice is permitted to be paid. Should the vendor hand-deliver the order directly to you, please confirm the order is correct and notify Mrs. Morris so the invoice can be paid in full.

To ensure proper accounting, ALL non-athletic deliveries must first go to Mrs. Koerner or Mrs. Morris for processing. For athletics, ALL athletic deliveries must first go to Mrs. Seymore.