



TO: ALL VENDORS

IRVING ISD PURCHASE ORDER REQUIREMENT

Obtain a Purchase Order FIRST before delivering any products or performing any services

Irving ISD's Purchasing Policy requires that all orders for goods and services have a purchase order number or a valid company credit card before shipment of the product and or before rendering any services. If invoices are received without a valid PO number, then internally it may be considered an illegal purchase and the District is not obligated to pay.

A packing slip is required with each shipment of product, supplies, and equipment. Supplier packing slips and invoices must reference the purchase order number or indicate the purchase was made with a credit card. Please note that 99% of purchases are made with a Purchase Order.

Invoices that are received without Purchase Order information or with words "VERBAL" may NOT be paid by Irving ISD. Also, requisition numbers are not a valid authorization to purchase or order goods and services. The process for obtaining a Purchase Order is as follows:

1. Irving ISD employees who are authorized to order goods and services must first obtain a quote from approved/awarded vendors
2. Irving ISD employee enters a Requisition based on the quote
3. Purchasing Department issues a Purchase Order based on the Quote and Requisition
4. Purchase Order is sent to vendor
5. Vendor delivers product or perform services – limited to scope and quantities on the Purchase Order. Prior approval required for change orders to scope and quantities. Do not deliver or perform above the PO unless you receive an official change order
6. Vendor submits Invoice, with the Purchase Order number printed on the Invoice. Invoices must not exceed the amount of the PO, unless a change order was approved prior.
7. District pays the invoice (normal NET 30) if it conforms with the PO and any change orders were approved and issued.

All orders must be delivered to the appropriate Irving ISD's location on the Purchase Order and not to any other personnel or department.

Please direct questions regarding this policy to the Purchasing Department at 972-600-5440.

Jerome Pilgrim

Jerome Pilgrim, Director of Purchasing
Irving Independent School District