

Memorandum



To: All Employees of the Vineland School District

From: Dr. Matthew W. Ross, Superintendent

Date: August 12, 2013

Subject: *Policies and Procedures Bulletin- Purchase Orders, Invoices, and Packing Slips (August 12, 2013)*

Effective immediately all non-emergency purchase orders will only be processed by the District Office on Wednesdays. All purchase orders need to be received by the District Office no later than 4:00 p.m. on Tuesday for processing on Wednesdays.

All non-emergency purchase orders must be submitted to Business Services prior to April 15th. Exceptions must be approved by the Superintendent.

All invoices and packing slips from outside vendors must be submitted to Business Services no later than (1) business day after receipt.

All internal invoices must be submitted to Business Services no later than the 5th day on the month proceeding the rendering of goods and/or services.

For any questions regarding this bulletin, please contact Business Services.