

**EL DORADO UNION HIGH SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

**Business and Noninstructional  
Operations**

**PURCHASE ORDERS  
AR 3314.3**

All purchase requisitions shall be transmitted to the district Purchasing Department. It is then checked for money availability and the suitability of vendor for merchandise being ordered. When preparing a purchase requisition, the following information is to be given:

1. Vendor number. Check for current vendor address.
2. Name of person requisitioning merchandise.
3. If merchandise is to be hand carried, cross out "Deliver to:" address and type HAND CARRY in its place.
4. When enclosing a list of merchandise being ordered, send an original and two copies.
5. An appropriate sales tax should be added along with 10% shipping charge unless vendor has indicated actual shipping charges.
6. The correct budget code (object, program, user, unit and department numbers) must be used.
7. Requisitions pertaining to Special Programs shall be transmitted to the appropriate program manager for approval prior to transmission to the Purchasing Department.

When signed by the Superintendent or designee, all purchase orders are then numbered and logged into the record book. They are then mailed to the proper vendor. Normally all purchase orders are processed the same day they are received.