



Lincoln Public Schools
Lincoln, MA 01773

PURCHASING PROCEDURES

The following procedure is used for processing Purchase Orders:

1. A P.O. is completed by the Administrative Assistant and signed by the Principal or appropriate administrator.
2. The GREEN and GOLD copies are kept at the school. The P.O. is forwarded to Central Office.
3. The Superintendent and/or Business Manager signs the P.O.
4. The BLUE copy is kept by the Business Office.
5. The original and two accounting copies are sent to the Town Office.
6. The Town Office mails the original copy to the vendor.
7. When the items are received by the school, the Administrative Assistant/School Secretary writes "OK to pay" with his/her initials on the GOLD copy and forward to the Town Office.
8. For partial payments – forward a copy of the GOLD Purchase Order to Town Office and note "Partial Payment." Items that have been received should be noted on the copy of the P.O.

Payment Schedule

Invoices sent to the Town Office by noon on Thursday, are processed immediately; and checks are available the following Thursday.

Adopted at School Committee Meeting of May 15, 1995