

Purchase Order (PO) Process & Helpful Hints

REQUESTING A PURCHASE ORDER

- Complete the “MAD Drama Purchase Order/Authorization Request” Google Form.
- Submit your requests early. POs take time to process.
- Include your address on the google form so the reimbursement check can be mailed to you.
- **Get a PO of your own** if there is any chance you will have to make a purchase. No one else (e.g. friend, crew chief, team lead) can submit receipts for you under their PO. It is okay to have an approved PO in place & not spend any of the money. FCPS finance is watching closely to ensure we comply with this rule.
- POs should not be in a student's name. They should be in the name of a parent or a vendor. Both parents and students can make purchases under the parent's PO and a reimbursement check will be issued in the parent's name. If a PO is in the name of a vendor, payment will be issued directly to the vendor.
- In order to minimize PO modifications (which can be time consuming), request a PO for more money than you think you'll need. Crew chiefs are expected to stick to their budget regardless of how much their PO is approved for. Any extra money on the PO can only be used if your budget is increased by Mr. Henderson.

MAKING PURCHASES

- **Have an approved PO in place before buying anything** or you won't get reimbursed. No exceptions. Mr. Henderson will receive notification that the PO has been approved & let you know.
- **Sales tax is NEVER reimbursed.** If you pay it then you've lost that money. Some stores will agree to not charge you sales tax if you can give them a copy of the “Sales Tax Exemption Certificate” or the FCPS sales exemption account number found on the certificate. Payments made under a vendor PO avoid the sales tax issue entirely because the school pays the vendor directly. If you buy from Costco, they make you pay tax upfront but you can apply for a refund. Complete the “Costco Sales Tax Exemption Form”. Follow instructions provided on the form and have Mr. Henderson sign as authorized representative.
- **Purchases from Amazon:** You have three options available if you want to purchase items from Amazon. 1) Use your personal account, 2) use the Mad Drama account, or 3) use the school's account. Information on how to use each account is provided on page 2.
- If a vendor requests a Form “W9” be sent to them, it is available on the drama website.

SUBMITTING FOR REIMBURSEMENT

- Complete the “JMHS Parent Reimbursement Cover Sheet”. Provide your contact information.
- Don't worry about providing the PO number. Finance will (generally) be able to find the correct PO as long as the name on the reimbursement cover sheet matches the one on the PO.
- Submit original receipts. Additional pages can be attached to the cover sheet if there isn't enough room for all of your receipts on it.
- Mr. Henderson does not have to approve your reimbursement request before you submit it. He already approved the PO.
- To pay a vendor directly: An invoice from the vendor must be submitted with a reimbursement cover sheet. Any request to pay a vendor directly must be made several days before the due date. If paying by credit card, Mr. Henderson will need time to personally go down to the finance office and check out a school credit card to make the payment. If paying by check, finance needs time to prepare the check & get it signed.
- If you want to be reimbursed for a payment you made to a vendor using **cash or check**, you need to ask them to provide you with an **itemized** receipt/invoice that shows all items purchased in detail. It should

also indicate in some way that they received payment. A cancelled check is not adequate support for these reimbursements.

- Turn in the reimbursement request by taking it to the main office and asking it be given to finance (recommended) or by giving it to Mr. Henderson.
- Note: You can submit more than one reimbursement request under your PO. You do not have to wait until you are finished buying everything to submit a reimbursement request.

Using Amazon-Your 3 Options

- **Use your personal Amazon account:** You may pay sales tax (which you will not be reimbursed for) and you may pay shipping. You will need to submit for reimbursement under a parent's PO for items purchased using this account.
- **Use the Mad Drama Amazon account:** You won't pay sales tax but you may have to pay shipping (the account doesn't have Prime). User name: purchasejmhsdrama@gmail.com ; password: **2019PAform**.
 - The first time you access the Amazon account you may be required to enter an authentication code. The code will be emailed to the purchasejmhsdrama@gmail.com account. Use the same user name and password you used for the Amazon account to login to the gmail account and get the authentication code.
 - All payments in this account should be made with a personal credit/debit card. There will not be a school credit card saved on the account as a payment option.
 - Shipments should be mailed to your street address.
 - You will need to submit for reimbursement under a parent's PO for items purchased using this account.
- **Use the school's Amazon account:** No sales tax. No shipping. No need to submit for reimbursement because the school pays Amazon directly.
 - Request a separate PO in Amazon's name for purchases from this account only. Purchases made from any other Amazon account will be paid for by you and reimbursement should be requested under the parent's PO.
 - You do the leg work. Find what you want on Amazon first and then send an email providing your contact information (phone & email), item(s) & quantity to purchase, and the URL link(s) for each item on Amazon. If it's easier for you, create a spreadsheet with this information in it. Send the email and spreadsheet (if applicable) to JamesMadisonHSDrama@fcps.edu . The finance office will be notified each time an email comes in so they know an order needs to be placed. Mr. Henderson doesn't have to approve individual purchase requests before you submit them to the finance officer.
 - The finance officer has guaranteed that any order request sent to her will be placed within 2 school days. For example, if a request is submitted Thursday morning, the order will be placed by end of school on Friday.
 - The school has Prime shipping and all orders will be shipped directly to the school in care of Mr. Henderson.

All forms names are shown with "quotation marks" above. They can be found under Vital Links on the Madison Drama website (www.madisondrama.com).

**Questions? Contact Erin Kane at (cell) 703-346-4712 or email me at jmukane@gmail.com.
(If you need a quick response, I am better about text messages. I get behind on email.)**