

## Career/Technical Education Purchase Order Procedures

Go to [www.bcbe.org](http://www.bcbe.org) website, Instructional Support, Career Tech, forms  
And documents to find a PO to complete and send to Shirley Carpenter or  
Julia Bryant. We no longer have a fax number. You can use 251-972-6855,  
Please put to our attention. We don't always receive our faxes. Email is the best way.  
Please call Shirley if you have any questions. 251-580-1601

- ✓ **Type or Print CLEARLY in ink.**
- ✓ **Fill in ALL information-** complete Address of the company you want to place the order with, phone number and fax number. Also include an email address.
- ✓ Please include the amount of shipping. If there is no shipping, please type that in. No Shipping. Quantity, item description and cost are needed.
- ✓ If needed, you will be responsible to request a W-9 from the company you want To order from.
- ✓ Once the PO is approved, a copy is sent to the teacher, the secretary or bookkeeper is also copied at your school. Always check to see if the PO is correct.
- ✓ The teacher is responsible for the items received. You need to match the invoice to the PO. Be sure to check the quantity and the cost of the items ordered. If there is a problem you need to notify the vendor immediately.
- ✓ When the invoice is received in Bay Minette, I will forward you a copy of the invoice in an email for you to send back your approval to pay. If there are problems with the order, please let Shirley know that you are working with the vendor to clear up the invoice.
- ✓ ONLY mark the PO complete once you have received all items that you have ordered. Sometimes a vendor ships two or three times. They also invoice two or three times. ONLY mark the last invoice complete, if complete.
- ✓ If you are working with a new company- make sure the vendor knows that the order will be **ship to your School** but **INVOICE TO :**

BALDWIN COUNTY BOARD OF EDUCATION,  
2600-A NORTH HAND AVENUE  
BAY MINETTE AL 36507

This information is at the top of the PO for the vendor.

- ✓ The auditor will not allow the following:
  - A shipment to a home address
  - Payment of a bill if it's invoiced to the school.Therefore, if the bill comes invoiced incorrectly to the school and not the Baldwin County Board of Education, it will be the teachers' responsibility to get a new invoice with the proper billing.