



**MIAMI-DADE COUNTY PUBLIC SCHOOLS
INTERNAL FUND PURCHASE ORDER**

Vendor Name _____
 Address _____
 Phone No. _____
 Contact Person _____

Ship To:
 School _____
 Address _____
 Attn. _____
 Expected Delivery _____ Date _____
 Send invoices in duplicate to: _____

 Secretary/Treasurer

Purchase Order No. _____
 Issue Date _____
 Please refer to the above Purchase Order No. on all invoices/correspondence.

Sales Tax Exempt No. 85-8013887801C-1
 Sales Tax No. may not be used to purchase merchandise for resale.

FOR SCHOOL USE ONLY

Object _____ **00** Program _____ **0000**
 Function _____ Sub-Ledger _____
 Account Name _____
 Date approved in eSAS _____
 Vendor GP Number _____

Sponsor Signature _____

The School and the Miami-Dade County School Board will not be liable for goods/services not identified on this Purchase Order. Substitution of merchandise or change in cost is not allowed unless authorized in writing.

Note: A Purchase Order is requested on purchases of \$100.00 or more. School Board Policy 6610 specifies that purchases of \$ 1,000.00 or more, but less than \$50,000.00, require at least three (3) written quotes to be solicited from vendors, of which at least one must be a certified Minority/Women Business Enterprise (M/WBE). These quotes will be subject to our Internal Funds auditing process.

ITEM DESCRIPTION	QUANTITY (UNITS)	UNIT COST	EXTENDED COST
PURCHASE ORDER TOTAL →			

Funds Available: Yes No Total P.O. not to exceed \$ _____

 Secretary/Treasurer Signature Date

 Principal or Delegate Signature Date

Purchase Order must not be authorized unless completely filled out by originator.

QUOTE LOG

(attach all documentation submitted by vendors)

**Processing of Purchases
\$1,000 to \$50,000**

- **Step 1** - Check to see if the required item is available on the M-DCPS Catalog or the S & MD Stock Items catalog. These catalogs are available through the Procurement tab of the SAP Portal. If so, complete the purchase through the SAP catalogs.
- **Step 2** - If the required item is not found on any of the catalogs, identify a minimum of 3 vendors, one of whom should be a certified M/WBE vendor and solicit written quotes pursuant to School Board Policy. A list of certified M/WBE vendors is available on the Office of Economic Opportunity website: <http://mwbe.dadeschools.net>
- **Step 3** - Receive, evaluate and tabulate quotes. If quotes are:
 - a. \$1,000-\$3,000 Purchases should be processed (if not subject to exemptions) at the requester's location using P-Card or Internal Funds. (See Policy 6610-Internal Accounts)
 - b. \$3,000-\$50,000 (or exempted purchases from a.) Create a shopping cart indicating a suggested vendor. If additional supporting documentation exists (quotes, etc.) they must be attached to the shopping cart.

Requests for purchases over \$50,000 will be reviewed by Procurement Management Services for action.

Quote 1

Date of Quote: _____
Vendor Name: _____ **Vendor #:** _____ **M/WBE:** Yes No
Contact Name: _____ **Contact #:** _____

Quote 2

Date of Quote: _____
Vendor Name: _____ **Vendor #:** _____ **M/WBE:** Yes No
Contact Name: _____ **Contact #:** _____

Quote 3

Date of Quote: _____
Vendor Name: _____ **Vendor #:** _____ **M/WBE:** Yes No
Contact Name: _____ **Contact #:** _____

SPECIAL NOTES: