

MIAMI-DADE COUNTY PUBLIC SCHOOLS

INTERNAL FUND PURCHASE ORDER

Vendor Name	. F	Purchase Or	der No.			
Address						
	F	Please refer	to the	above Purd	hase Order No.	
Phone No	. =	on all invoices/correspondence. Sales Tax Exempt No. 85-8013887801C-1				
Contact Person			•		sed to purchase	
Ship To:	n	nerchandise	for res	ale.	·	
School	.	FOR SCHOOL USE ONLY				
Address		Obiect	0	0 Program	0000	
					ger	
Attn.						
Expected Delivery						
Send invoices in duplicate to:		Date approved in eSAS Vendor GP Number				
Secretary/Treasurer	5	Sponsor				
Goordiary, Trousdaron	J §	Signature				
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	QU (I	JANTITY UNITS)	UNI	T COST	EXTENDED COST	
	•	•				
	PI	IRCHASE OF	ODER T	OTAL -		
PURCHASE ORDER TOTAL →						
Funds Available: Tyes No Total P.O. not to exceed \$						
Contain/Traceurer Cianature	Purchase Order must not be authorized					
Secretary/Treasurer Signature Da	ale				ompletely filled	

Note: P.O. is required on Purchases for \$100.00 or more.

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		
Quote 3		
Date of Quote:	_	
Vendor Name:	Vendor #:	M/WBE: □ Yes □ No
Contact Name:	Contact #:	
SPECIAL NOTES:		
SI ECIAE NOTES.		