



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

Vendor Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone No. \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Ship To:  
School \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Attn. \_\_\_\_\_  
Expected Delivery \_\_\_\_\_  
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.**

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: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Vendor #: \_\_\_\_\_

Contact #: \_\_\_\_\_

M/WBE: ☐ Yes ☐ No

#### Quote 2

Date of Quote: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Vendor #: \_\_\_\_\_

Contact #: \_\_\_\_\_

M/WBE: ☐ Yes ☐ No

#### Quote 3

Date of Quote: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Vendor #: \_\_\_\_\_

Contact #: \_\_\_\_\_

M/WBE: ☐ Yes ☐ No

#### SPECIAL NOTES: