

Purchasing Procedure

1. Submit a quote or shopping cart printout to the Treasurer's office. (Kathy Neuner)
neunerk@sycamoreschools.org
 - a. A purchase order will be created and emailed to you. (Processed daily)

2. Once you receive the purchase order, you may place the order. (No orders can be placed prior to receiving the purchase order)
 - a. Orders need to be shipped to the school or district office: 5959 Hagewa Dr. Cincinnati, OH 45242.
 - b. Orders need to be billed to: Sycamore Community Schools.

3. If the company will not accept a purchase order, Kathy will notify you to look for an alternative company.
 - a. If no alternative is available, notify Kathy **prior** to placing an order so that she can open a purchase order for reimbursement.
 - i. Once approved by Kathy, you may place the order.
 - ii. Tax is not a reimbursable expense.

4. Once the order has been delivered, confirm that the invoice is correct and that all items have been received.
 - a. Send the invoice and packing slip to Kathy for payment.

Contact Kathy Neuner with any questions neunerk@sycamoreschools.org or 513-686-1700