

FBD PURCHASING PROCESS

Quote(s)

Requisition

Include a good justification.
Submit to immediate supervisor. Supervisor will submit to the business office and CEO for approval.

Purchase Order

A Purchase Order is FBD's legal agreement to enter into agreement/terms of purchases for services, supplies or materials. Do not order materials, services, or supplies until a Purchase Order is issued by the Business Office.

Items Received

Submit all packaging slips and invoices to the business office.

Invoice

Business Manager must receive all invoices.

Payment

When in doubt, dial *203