

## Riverwood PTO Purchase Order Procedures

1. Before any Riverwood PTO committee commits to purchase or purchases any product or services exceeding \$50.00 a PO # needs to be issued by the Riverwood PTO executive board.
2. A PO # can be requested by placing a completed PO form in the PTO box, by phone or by email. You can request a PO# from any of the following officers:
  - a. PTO President
  - b. PTO President Elect
  - c. PTO Treasurer
  - d. PTO Secretary
3. The following information will be needed before providing the PO #:
  - a. Committee purchasing item(s) / service
  - b. Company purchasing product / services from
  - c. Items / service to be purchased
  - d. Amount of each item / service and total
4. Once a PO has been provided the items/ services can be purchased.
5. After the items are purchased the receipt should be attached to the original PO and submitted to the Treasurer for reimbursement.