| ***Purchase order pre- checklist:*** |
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|  |
|  |
| * Is this a DPS **approved Vendor**? [*http://thecommons.dpsk12.org/Page/211*](http://thecommons.dpsk12.org/Page/211)
 |
| * Is your vendor updated in **payment works**? (our third-party supplier management partner)
 |
| * Make sure your vendor knows **all invoices** need to have a **remit to address** matching what is in payment works and a **DPS PO#** on the invoice before submitting.
 |
| * If it’s over 10K, do you have a **second quote** and or a **sole source** filled out? <http://thecommons.dpsk12.org/Page/2121>
 |
| * Do you have a **scope of work** (needed for all services)?
 |
| * If you are having anything installed please be sure to email approval from **First Call** <http://thecommons.dpsk12.org/Page/941> *FirstCall@dpsk12.org*
 |
| * Do you need to have a **legal contract** signed? Please be advised this can take 4-6 weeks
 |
| * Do you need any other signatures or contracts signed?
 |
| * Did you get **tech approval** for IT purchases? <http://thecommons.dpsk12.org/site/default.aspx?pageid=3031>
 |
| * **Pcard Purchases** *cannot* be used for Services or anything over 9.9K

***Purchasing Policies from The Commons*** |