What do I say if a vendor asks for the District tax exemption number?

Answer: The District tax exemption number is printed on each purchase order (85-8013416509C-6). District Tax ID is 59600597. If a vendor needs additional information, refer them to the Procurement Department.

If I receive an invoice for my order directly from the vendor, what should I do with it?

Answer: After checking to ensure that the correct purchase order number is listed, enter the receiver in Skyward and upload the invoice to the PO as an attachment. Email the invoice to Accounts Payable at accountopsdept@ecsdfl.us telling them the receiver has been entered.

What if there is an emergency and I don't have time to allow for the regular processing time required for the requisition/purchase order process?

Answer: It is possible to expedite the purchasing process. In emergency situations, call the procurement department for instructions on how to proceed.

If the original purchase order asked for too much money, what should I do?

Answer: Email the Procurement Specialist asking for the funds to be decreased on the purchase order. Or when the final invoice has been submitted to and paid by Accounts Payable, email the Procurement Specialist requesting they close the purchase order which will release any excess encumbered funds.

If I need to make a change on a purchase order, what do I do?

Answer: Email the Procurement Specialist stating the change(s) that needs to be made.

What should I do when my blanket purchase order has run out of money?

Answer: Email the Procurement Specialist. They may direct you to process a requisition to establish another purchase order, or they may be able to increase the current purchase order.

Are schools or departments allowed to make their own purchases?

Answer: The majority of all purchases are either made or approved by the Procurement Department through the use of purchase orders. (All schools and departments do have purchasing cards that allow them to make approved purchases.)