

Monroe PTO Wish List Purchases 2017/2018 *Updated 10/18/17

If the item needs to be ordered through D181, the Principal will need to identify those situations before going through the PTO ordering process below. Examples might include technology purchases or items that require multiple bids.

Monroe PTO Purchases Item*

Step 1: Has the item been approved by the Principal?

If yes, continue to next step.

Step 2: Has the item and dollar amount been approved by the PTO Members and PTO Board, as required?

If yes, continue to next step.

Step 3: Can an invoice be requested for the item that is being ordered?

If yes, please request the invoice and submit the invoice for payment using the PTO ONLINE *Check Request Form*.

<http://monroschoolpto.com/need-to-request-a-payment/>

(This form is also on the Monroe PTO Website under The PTO/Committee Chair Forms) and continue to Step 5.

If no, continue to next step.

Step 4: Can the item only be ordered directly (e.g. on Amazon)?

If yes, a PTO member or the requester orders the approved item. Then, he/she should submit the receipts using the PTO ONLINE Check Request Form in Step 3. Continue to Step 5.

Step 5: Does D181 require any paperwork regarding the item purchased by the PTO?

If yes, the Monroe School Secretary will complete the required paperwork.

**Please remember that Monroe School PTO is tax exempt when ordering items. Please contact treasurer@monroschoolpto.com if you need the tax exempt letter.*

D181 Purchases Item

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If yes, continue to next step.

Step 2: Has the item and dollar amount been approved by the PTO Members and PTO Board, as required?

If yes, continue to next step.

Step 3: Can an invoice be requested for the item that is being ordered?

If yes, please request the invoice and submit the invoice for payment using the PTO ONLINE *Check Request Form*.

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(This form is also on the Monroe PTO Website under The PTO/Committee Chair Forms) and continue to Step 5.

If no, continue to next step.

Step 4: If an invoice is not available, can an estimate of the cost of the item be provided?

If yes, please estimate the cost of the item (e.g. screen shot of the items/quantities, cost, tax, shipping, and installation) and submit the estimate for payment using the PTO ONLINE *Check Request Form*. <http://monroeschoolpto.com/need-to-request-a-payment/>

(This form is also on the Monroe PTO Website under The PTO/Committee Chair Forms).

The Monroe School Secretary will work with D181 to order the item. He/she will provide a copy of the actual invoice to the PTO once the district has purchased an item. The PTO will include this invoice with the check copy for our records. The Monroe School Secretary and the PTO Treasurer will reconcile any differences. Continue to Step 5.

If no, the purchase cannot be made.

Step 5: Does D181 require any paperwork regarding the item donated by the PTO?

If yes, the Monroe School Secretary will complete the required paperwork.