

Purchase Order Guidelines

In order to make the purchasing process run more smoothly, we have compiled a list of guidelines to be followed. As a rule of thumb, **please make sure you understand any money to be spent by Edison Local Schools must receive prior approval from the Superintendent and Treasurer.**

- IF YOU DO NOT HAVE AN APPROVED PURCHASE ORDER IN ADVANCE YOU CAN BE HELD PERSONALLY RESPONSIBLE FOR THE PAYMENT.
- **PO's will only be paid upon when an invoice is received.**

1. Edison Local School District website - <https://www.edisonchargers.org/>
2. Click on Staff Tab
3. Under Staff Links: Online Requisitions

The screenshot shows the Edison Local School District website. The logo features a stylized 'E' with a lightning bolt and the text 'EDISON LOCAL SCHOOL DISTRICT'. The tagline is 'Working Together to Inspire Exceptional Student Achievement'. A search bar and social media icons are visible. The navigation menu includes Home, Schools, Information, Administration, Athletics, Parents & Students, and Staff. The Staff tab is highlighted with an orange box. Below the Staff tab, the 'Staff Links' section is visible, with 'Online Requisitions' highlighted in a yellow box. Other links in the Staff Links section include DASL, Employee Kiosk, Help Desk, IEP Anywhere, I-Ready, Job Descriptions, Literacy Page, LPDC Manual, NOECA, ProgressBook, Public School Works, RED ROVER, and WebMail. The 'Staff Forms' section includes Facilities Use Agreement, Staff Tuition Reimbursement Form, Transportation Time Sheet, Adopt-A-Grade Meeting Sign-in Sheet, CCP Stipend Form, and Edison Bus Request Form. The 'Training Videos' section includes Employee Kiosk Training. The 'Letterheads' section includes EHS Letterhead 2024-25.

- Approval Path: (example)
 - Admin Asst. - to enter the line item
 - Principal
 - Superintendent
 - Treasurer - to verify the funds are available
 - AP Coordinator - convert into a purchase order

Purchase Order Guidelines

Step 1: Add Vendor

1. Click on “Binocular” symbol to search the Vendor
2. Add Vendor Name:
 - a. New Vendor: 999999, please obtain a W-9 and attach it to the requisition
3. Click Find
4. Double click on Vendor to add to Requisition

Step 2: Approval Path - Internal Notes - Order Description

1. Verify the vendor is correct
2. Select Approval Path: Admin Asst. of your building
3. Order Description: The purpose of the Purchase Order

You can add documents by clicking the green Attach button, once document is attached, click Send with PO.

Requester Email kgrady@edisonchargers.org	Attention To kgrady	Requested PO Date 5/27/2025 <input type="checkbox"/> Next Fiscal Year	Req. Number (Auto)
CC Email		Deliver By Date	
Vendor		Approval Path EDISON HIGH SCHOOL (690)	
Email Vendor		Deliver To EDISON HIGH SCHOOL (690)	
Fax Vendor		EDISON HIGH SCHOOL	
Vendor Address		Name 2 (Attention To)	
Name 1		2603 RTE. 113 EAST	
Name 2			
Line 1		MILAN	OH 44846
Line 2			
City	St...	ZIP	
Internal Notes (DOES NOT APPEAR ON PO)		Order Description (APPEARS ON PO ABOVE LINES)	
NO ATTACHMENTS			<input type="button" value="Attach"/>
			<input checked="" type="checkbox"/> Send With PO

Purchase Order Guidelines

Step 3: Submit

Requester Email kgrady@edisonchargers.org	Attention To kgrady	Requested PO Date 5/23/2025 <input checked="" type="checkbox"/> <input type="checkbox"/> Next Fiscal Year	Req. Number (Auto)
CC Email		Deliver By Date	
Vendor AMAZON (4746) <input type="checkbox"/> Marketplace		Approval Path EDISON ELEMENTARY SCHOOL (1531)	
Email Vendor		Deliver To EDISON ELEMENTARY SCHOOL (1531)	
Fax Vendor		EDISON ELEMENTARY SCHOOL	
Vendor Address AMAZON		Name 2 (Attention To)	
Name 2		140 S. MAIN ST.	
PO BOX 530958		MILAN OH 44846	
Line 2			
ATLANTA GA 30353-0958			
Internal Notes		Order Description K. Grady - Classroom Supplies	

NO ATTACHMENTS

Attach

Send With PO

Add Line **Copy Line** **Edit Line** **Delete Line** **Upload** *Add a line for shipping charges if needed*

#	Quantity	Unit	Unit Price	Description	Account Code	Total
No data						

Submit **Save Draft** **Cancel**

\$ 0.00

Purchase Order Guidelines

Local Schools

Editing is disabled. Item has been posted to USAS.

Requester Email	Attention To	Requested PO Date	Req. Number
<input type="text"/>	<input type="text"/>	7/1/2024	12164
CC Email		Deliver By Date	
<input type="text"/>		<input type="text"/>	
Vendor		Approval Path	
BRAINPOP, LLC (1167)		EDISON ELEMENTARY SCHOOL (1531)	
Email Vendor		Deliver To	
<input type="text"/>		EDISON ELEMENTARY SCHOOL (1531)	
Fax Vendor		EDISON ELEMENTARY SCHOOL	
<input checked="" type="checkbox"/> 8668676629		Name 2 (Attention To)	
Vendor Address		140 S. MAIN ST.	
BRAINPOP, LLC		<input type="text"/>	
71 W. 23RD ST.		MILAN OH 44846	
17TH FLOOR			
Line 2			
NEW YORK NY 10010			
Internal Notes		Order Description	
(DOES NOT APPEAR ON PO)		(APPEARS ON PO ABOVE LINES)	
20240415103409770.pdf			
			Attach
			<input checked="" type="checkbox"/> Send With PO

[Add Line](#) [Copy Line](#) [Edit Line](#) [Delete Line](#) [Upload](#) **Add a line for shipping charges if needed**

#	Quantity	Unit	Unit Price	Description	Account Code	Total
1	1.000		\$1,008.00	BrainPOP Jr. (K-3) School Subscription	001-1110-559-0000-000000-004-00-000	\$1,008.00

[Submit](#) [Save Draft](#) [Cancel](#)

\$ 1008.00

Please make sure **one** of the following is checked, to place order if applicable.

EMAIL VENDOR

FAX VENDOR

If you are going to email the vendor to place your order, please be sure to add each item with the item number to your Purchase Order or add the order as an attachment.

Purchase Order Guidelines

- Once the requisition is processed, you will receive an **email** with the PO number from SCView.
- When you have received your items please **sign and date** the invoice and let the Accounts Payable department know the invoice is “Okay to pay” via email or interoffice mail. If you sign you are giving us permission to pay for everything that you have ordered. Therefore, if there is a backorder **do not sign off** until it has been received. If they cancel an item on your purchase order, please mark that item was cancelled on the P.O.
- When you “okay to pay”, please specify which PO to pay with if not already stated on the invoice.

If you need assistance with your PO, please contact your building Administrative Assistant or the AP Coordinator.

****Please put the dates of your stay when submitting a PO for a HOTEL.****

When you receive the following email please click the HERE button to approve when the order has been received.

SCView Notification

Edison Local Schools



PLEASE DO NOT REPLY TO THIS EMAIL.

Approve or Deny this invoice [Here](#)

An invoice has been received in the Edison Local School District Treasurer's office for PO Number 260128

The Vendor is: AMAZON

Requester: kgrady@edisonchargers.org

This invoice was added to a financial packet at 4/17/2026 12:56:24 PM

PLEASE INDICATE IF IT IS OK TO PAY THIS INVOICE AS PRESENTED. PLEASE NOTE THAT YOUR **APPROVAL** CONFIRMS THAT ALL GOODS/SERVICES HAVE BEEN RECEIVED, AND THAT THE TREASURER'S OFFICE CAN PROCESS A WARRANT CHECK TO PAY THE AMOUNT NOTED ON THE INVOICE.