educational Data Services, Inc.

"The Educated Way to Purchase."

DISTRICT ENCUMBRANCE DOWNLOAD/P.O. REQUEST FORM

Data Services, Inc.
Please fill out the following questionnaire as accurately as possible. Your district's p.o.s will be customized based on your answers to the following questions. If you have any questions please call us before submitting this form. Thank you.

DISTRICT:_____

CATEGORIES:_____

1) **ENCUMBRANCE DOWNLOAD**

Would you like Ed-Data to electronically download your PO encumbrance to your accounting software?   Yes_____ No_____   If so, would you prefer to have the information transferred via:
_____ Diskette _____ The Internet (please check one)

NOTE: To transfer the encumbrance, account codes and vendor codes are required. Please supply us with a contact name at the District and at your accounting software vendor.
District Contact Name_____ Phone #_____

Vendor_____ Contact Name_____ Phone#_____

2) **PURCHASE ORDER PREPARATION**

Would you like Ed-Data to print your P.O. Form?   Yes____   No____

NOTE: If "No" Ed-Data will provide a 4-part printout with the PO detail (Attachment). You do NOT need to fill out the rest of this form.

IMPORTANT NOTE: If "Yes", Ed-Data can only process continuous feed P.O. forms. If your district has not forwarded continuous forms please indicate if:

☐Our District will forward continuous feed purchase orders by _____/_____/_____.
                                                                                                              (Date)

☐ Our District would like Ed-Data to provide a generic P.O. form (5-part) at the rate of $95 per year.

☐ Our District will print our own purchase order forms.

PURCHASE ORDER NUMBERS
Would you like Ed-Data to number your P.O.s?   Yes_____   No_____

If yes, and P.O.s are not prenumbered, what number series would you like us to use?_____

PURCHASE ORDER PRINTOUT (ATTACHMENT)
How many copies do you require?   _____4   _____5   _____6   _____8

ACCOUNT CODES
Would you like Ed-Data to insert Account Codes on your P.O.s?   Yes_____   No_____
NOTE: If done at Educational Data verify Account Codes at the last page of School Summary.

VENDOR CODES
Would you like Ed-Data to insert vendor codes on your P.O.s?   Yes_____   No_____
NOTE: If done at Educational Data please attach your vendor codes to this sheet.

P.O. MESSAGE
Would you like Ed-Data to include a message on your P.O.s?   Yes_____   No_____
If yes, please select from your options below.

Payable after July 1, 2003   *Yes_____*   *No_____*
Call 24 hours before delivery   *Yes_____*   *No_____*
Delivery Date   *Yes_____*   *No_____*
If yes, please indicate week of delivery_____
Other_____

ATHLETIC SUPPLIES – Please indicate how you would like your athletic POs processed
 *Purchase Orders Done by Sport (recommended)   **Yes___**
 *Purchase Orders Done by Vendor   **Yes___**
 *PO Done by Vendor, Pkged by Sport   Yes_____

Athletic PO Processing Options

The following explains your options for athletic P.O. fulfillment. The scenario below is used for each option so you can compare the options under the same circumstance. We strongly recommend "Purchase Orders Done by Sport"

Example:
District A fills out 3 budget books one for Football, one for Soccer and one for Baseball. Each coach is ordering items from vendor X and vendor Y. Each vendor will receive 3 P.O.s (one for each sport), therefore 6 POs will be generated in total.

Purchase Orders Done by Sport
Explanation
The given vendors will receive one PO for each "sport".   This is the recommended way to execute Athletic P.O.s for packaging and accounting reasons.

Vendor X's P.O.s	
Football	PO #1
Soccer	PO #2
Baseball	PO #3
Vendor Z's P.O.s	
Football	PO #4
Soccer	PO #5
Baseball	PO #6

Purchase Orders Done by Vendor
Explanation
One PO is generated per vendor, and the PO includes items for all sports.
Two P.O.s will be generated if they are to be executed "by vendor". POs are filled out based on the number of vendors, and ignores individual sports. In other words each P.O. will have reflect all sport items awarded to the given vendors.

This method is not recommended if your district does not make partial payments.

Vendor X's P.O.s	PO# 1
Football, Soccer, Baseball	
Vendor Z's P.O.s	PO# 2
Football, Soccer, Baseball	

Purchase Orders Done by Vendor, Packaged by Sport

Explanation

This option builds on "Purchase Orders Done by Vendor". One P.O. will still be generated per vendor. However there will be instructions to package each sport's items together.

For example, the P.O. Cover will stipulate the general location where the supplies are to be delivered (Grover High School); then the P.O. detail will specify that football items are to go to Coach Brown at Grover High School.

This method is not recommended if your district does not make partial payments.

Vendor X's P.O.s	PO# 1
Football, Soccer, Baseball	
Vendor Z's P.O.s	PO# 2
Football, Soccer, Baseball	