

Campus/Dept. Staff Member Needing a Contract Approval

Campus/Dept. Secretary

STEP 1

Initiate

Campus/Dept. staff member submits the quote provided by the vendor or the completed GPISD Independent Contractor Quote Form and contract (only if provided by vendor) to Campus/Dept. Secretary.

STEP 2

Vendor Approval (Purchasing Dept)

Send the quote provided by the vendor or the GPISD Independent Contractor Quote Form directly to Purchasing Dept. for Vendor Approval.
purchasing@galenaparkisd.com

STEP 3

Contract (Laserfiche)

If needed, create a contract using the GPISD Agreement for Contracted Svcs. Send to vendor to verify and sign, submit in Laserfiche for review. If vendor provided their own contract, submit in Laserfiche for review.

STEP 4

Purchase Order

Create P.O. using the Quote and signed contract as backup. Forward copy of signed contract and P.O. to campus sponsor and vendor so services may begin or product ordered.

Do not proceed with Step 4 until Steps 2 & 3 have been completed.

Independent Contractor

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Accts. Payable

STEP 5

Services/Product

When Vendor receives P.O. number and/or contract signed by GPISD, services may begin or product may be delivered.

STEP 6

Submit Invoice

After services have been rendered or product delivered, vendor submits invoice to Campus/Dept. contact person. Invoice details should match contract details.

STEP 7

Verify Invoice

Upon receiving invoice, verify that services were performed or product received, sign invoice, and forward to Accounts Payable for processing at :
accounts_payable@galenaparkisd.com

STEP 8

Payment

Once verified invoice is received, Accounts Payable proceeds with payment to vendor.

Do not proceed with next step until previous step is complete!