1. School identifies the CPS vendor they wish to work with. School obtains a quote from that vendor (not an invoice).

2. Clerk or administrator opens a Purchase Order (PO) using the quote. Once the PO is open, vendor may begin delivering goods.

3. After goods are received by the school, vendor should submit an invoice to cpsinvoice@cps.edu and CC: the school. Payment is processed.

4. Clerk / administrator marks PO in Oracle as "received." Receipt amount must match the invoice amount.

NO SCHOOL SHOULD BEGIN WORK WITH A VENDOR UNTIL A PO IS CREATED FOR SCOPE OF SERVICES.

more information at www.cpsarts.org