

Arts Essentials

PURCHASING PROCESS AT-A-GLANCE

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.

4

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

Payment is processed.

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