




To: All Vendors  
From: Rhoda Read   
Shared Time Director of Business Services  
Re: Purchase Order Requirements  
Date: September 7, 2016

Effectively immediately, the Beecher Community School District will not honor purchases and/or services made without a valid district purchase order.

Our structure has changed and ALL purchases/services with all vendors require an approved purchase order. Purchases/services made without an approved purchase order are considered unauthorized by the school district and will not be processed for payment.

Please do not release any goods or provide any services without a district assigned purchase order. In the event that you do have a purchase order on file, any amount which exceeds the purchase order must be pre-approved by an authorized agent of the district. In such cases, a new and/or revised purchase order will be presented.

Enclosed you will find a W-9 form for your completion. Please return the completed form in one of the following methods: US Mail to the address below, fax (810) 591-9848, or email at [dburt@geneseeisd.org](mailto:dburt@geneseeisd.org)

Please contact Rhoda Read at (810) 591-9207 if you have any questions.

Thank you.

RR:db

xc: Dr. Josha Talison, Superintendent  
Terese Knag, Shared Time Director of Business Services  
Diane Burt, Accounts Payable