



Multivendor PO Release Process

Contact the CH-UH Accounting Dept with any questions: 216-320-2012 or 216-320-2015

1. Multivendor PO Release Process

- a. Use the PO number to place orders, online or by phone.
- b. For payment, fill out the Blanket PO Release form **including the PO number**, attach the invoice and send to Accounts Payable (A/P) – Keisha Cox or Lindsay Smith. The email address is accountspayable@chuh.org. Blanket PO Release forms without PO numbers will be held up or sent back.
- c. Track, track, track the actual expense paid on the PO's. **You are responsible for ensuring you don't overspend** the amount on the multivendor PO.

2. Professional Development Registrations

- a. PD paid using federal funds must be allowable. Recognized educational professional development providers such as the ESCs, Google for Education, Ohio educators' conferences, Battelle for Kids and ASCD are examples of recognized providers. Approval of those providers will be immediate.
- b. After receiving approval that the use of funds is allowable, register attendees using the multivendor or send completed registrations to CH-UH so that we may send registrations with the check. **We do not register nonpublic staff for conferences.**
- c. If the conference/workshop requires payment prior to the event, send the information to A/P with the registration materials requesting that a check be mailed. Use the Blanket Purchase Order Release Form with explicit instructions regarding who we are to pay, how much, where to send the payment, when to send it, or to hold the check for pick up. Provide any other specific instructions you may have. **Do not wait until the last minute.** Any request with less than two weeks of lead time may not be filled.
- d. **Individual professional development providers** who come to the school will be scrutinized closely for allowability. Non-secular organizations delivering PD will be scrutinized closely and training/conference time will be reviewed for the percentage of time dedicated to secular PD; reimbursement will then be pro-rated. To approve PD that is not provided by an educational organization, provide the following:
 - Formal presentation / session agenda or powerpoint
 - Resume or c.v. of the provider
 - Explanation of how the PD aligns with identified student needs
 - **W-9 if not already a vendor in our system**

3. Travel Expense: Upon attendees' return from a conference off-site, use the Expense Account Form and attach receipts for reimbursement, as you would with any other PO.