Post Date: 05/01/2026

Los Angeles Unified School District

Maximo 7.6 / Procurement

Low Value Purchase (PD) Guide

DEFINITION

The **Low Value Purchase (PD) Guide** is an alternative method to purchase materials and/or services not available from local M&O Area Stores, General Stores Warehouse, Master Contracts, Annual Contracts, Bench Contracts or Piggyback Contracts and that do not exceed $25,000. The $25,000 limit is inclusive of tax and shipping. The guide details step by step instructions on how to process Low Value Purchases (PD) in Maximo.

TIP: For Low Value Purchases, please obtain Vendor quotes prior to initiating the requisition in Maximo. Please also confirm that the Vendor has a District/SAP assigned Vendor number.

LOGIN

The requestor performs this function.

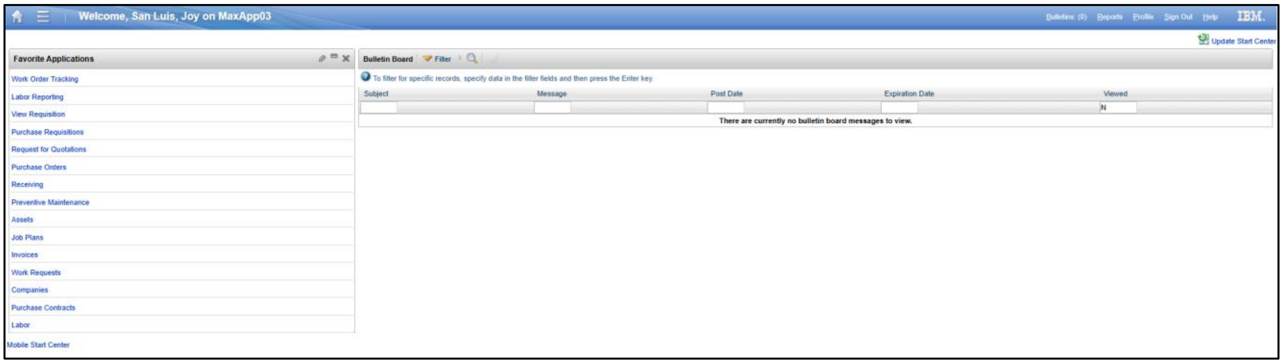
To login to Maximo 7.6, please go to http://awms.lausd.net/maximo.

Enter your **Single sign-on** username and password and click on the **Sign In** button.

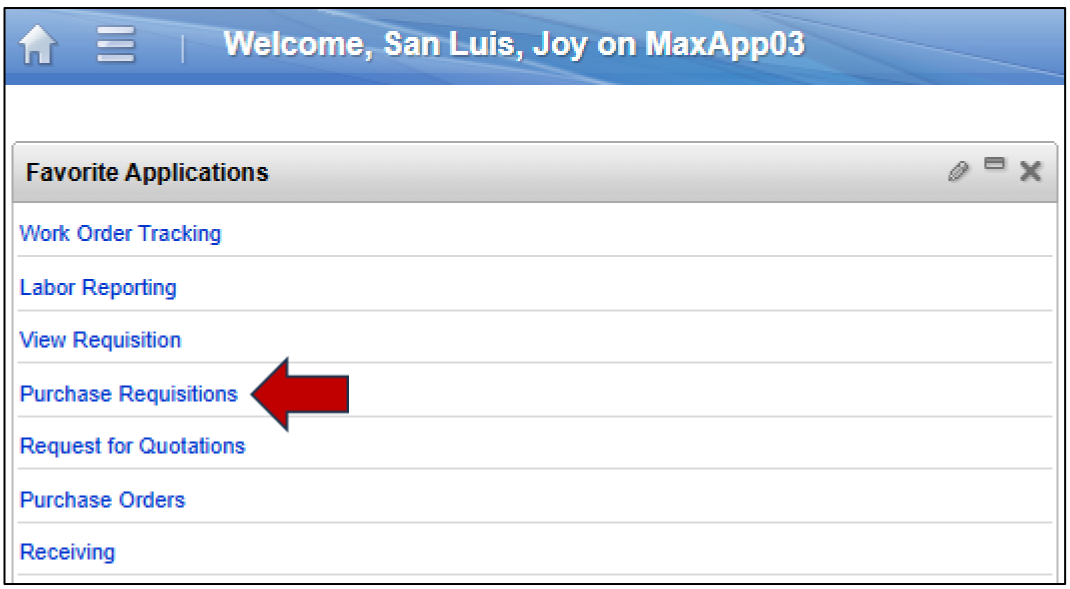
1. CREATE PURCHASE REQUISITION

START CENTER

When you first login, you will be taken to the Maximo Start Center.



Under the Favorite Applications section, click on the **Purchase Requisitions** application.

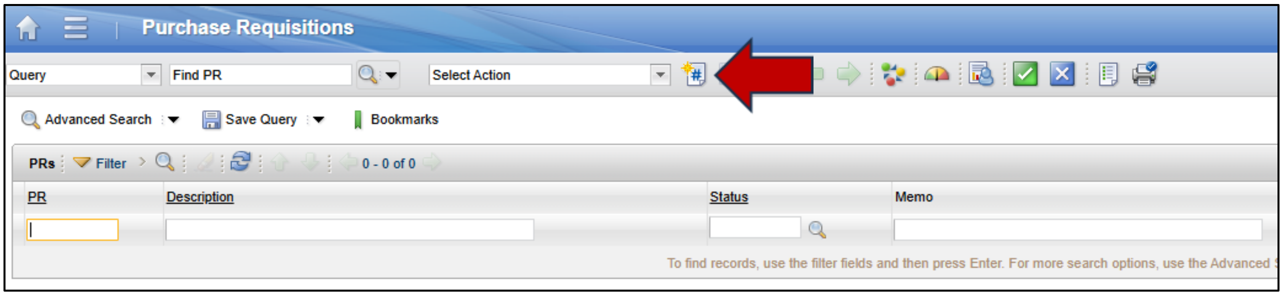


PURCHASE REQUISITIONS HOME

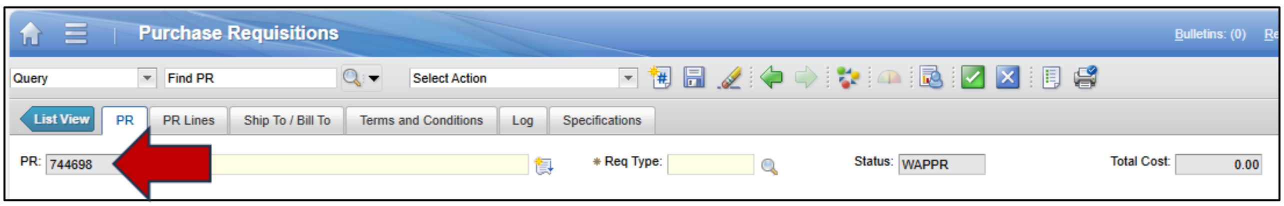
You will then be taken to the Purchase Requisitions home screen; in this screen, you can search for existing Purchase Requisition records.

NEW PURCHASE REQUISITION

Click on the icon to create a new Purchase Requisition.



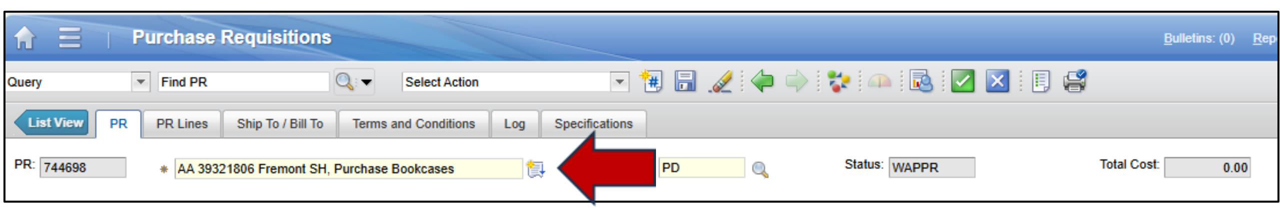
A new **Purchase Requisition** number will auto generate.



In the **Description** field, use the following naming convention: 2 Letter Craft Code (space) Work Order Number (space) School Site (i.e., AA 14183033 Fremont SH).

If you would like to add an additional comment to the Description field, separate the additional comment from the naming convention by a comma, and type your additional comment directly into the Description field (i.e., AA 14183033 Fremont SH, Replace Doors).

Click on the **Long Description** icon to add any special instructions for the PR. Type '**Special Instructions'** and all the text that follows will print in the Special Instructions section of the Quote Sheet.



Fill in the following fields:

PR Type — Type **PD** or click on the **magnifying glass** icon next to the **PO Type** field and select **PD (Low Value Purchase Order)**.

Priority — Enter a **Priority Number** for your Purchase Requisition (3 being Standard and 5 being Urgent)

Requested By — The **Requested By field** will auto-populate based on your Maximo login. If you would like to change the requestor, type in the employee number of the new requestor or use the magnifying glass icon to select from a list.

NOTE: The employee listed as the **Requested By** field will receive an email if the SAP Interface to create a PO number was successful or failed.

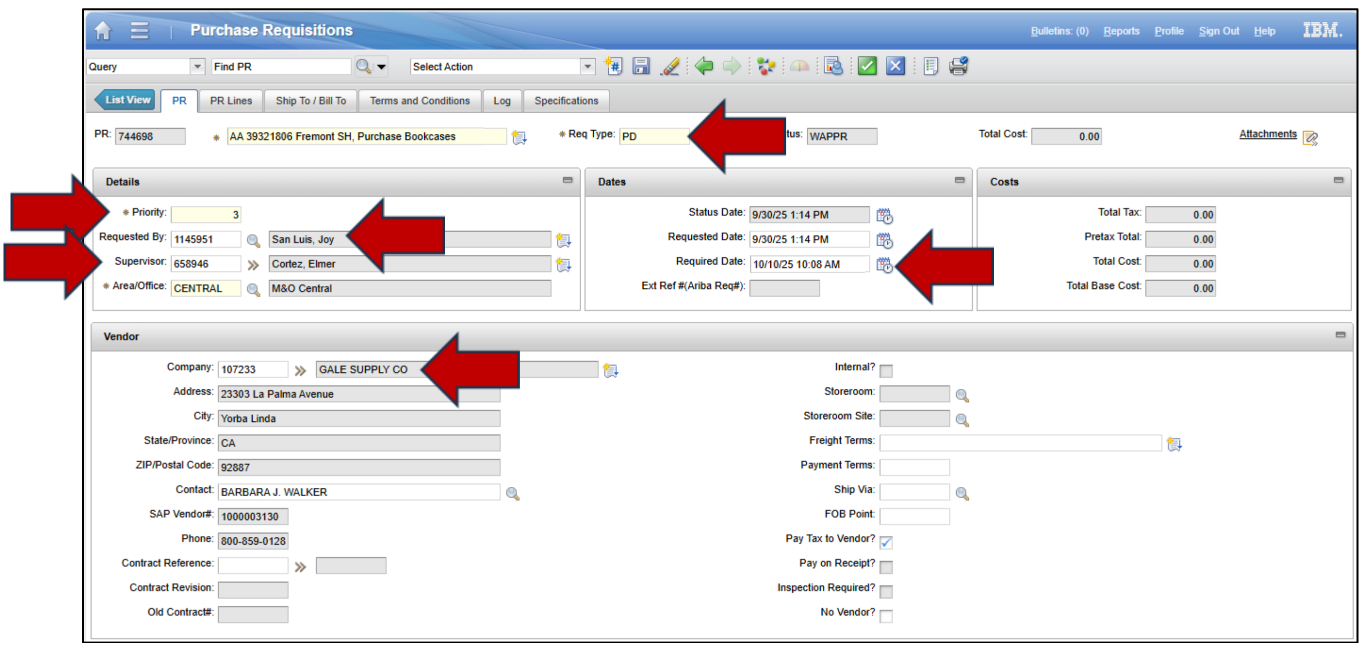
Supervisor Enter the **employee number** of your supervisor or search for it by clicking on the » icon and selecting **Select Value**.

Required Date Enter the **date** you would like your purchase delivered.

Company Enter the **vendor number** of the company whom you wish to purchase the supplies/services. If a vendor number is not available, please contact your clerical staff to create a temporary vendor number. You may also search for the vendor number by clicking on the » icon and searching for it in the **Companies** application.

NOTE: You can only select a vendor with an **SAP Vendor#.** Vendors without a SAP Vendor # will reject in the SAP interface. Vendors with a “**V**” in the T column signify that they are registered with Ariba.

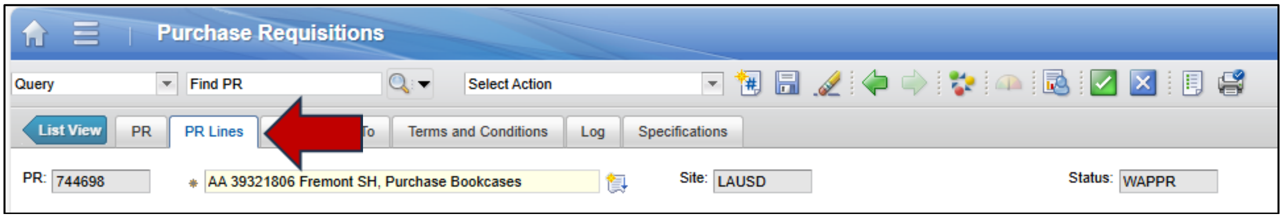
Sample screenshot:



To save, click on the floppy disk.

2. CREATE PR LINE ITEMS

Click on the **PR Lines** tab.

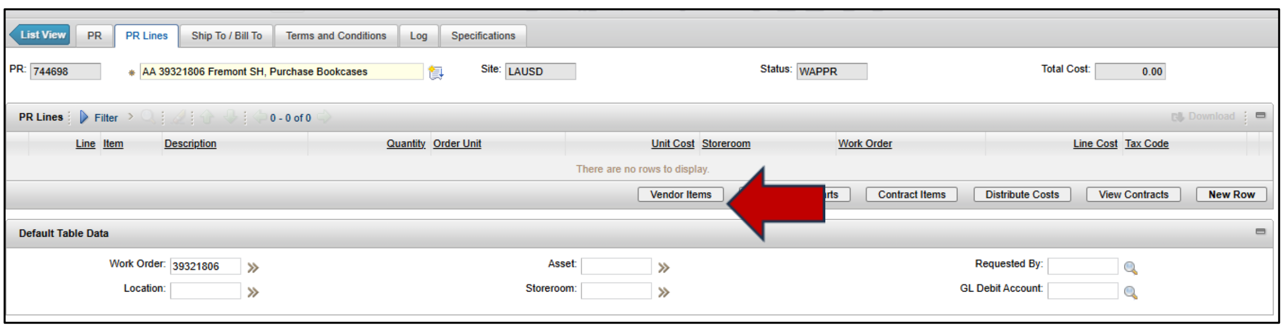


Prior to creating the PR Lines, under the **Default Table Data** section, you have an option to pre-fill the **Work Order** number. If pre-filled, all new rows will auto-populate with the Work Order number.

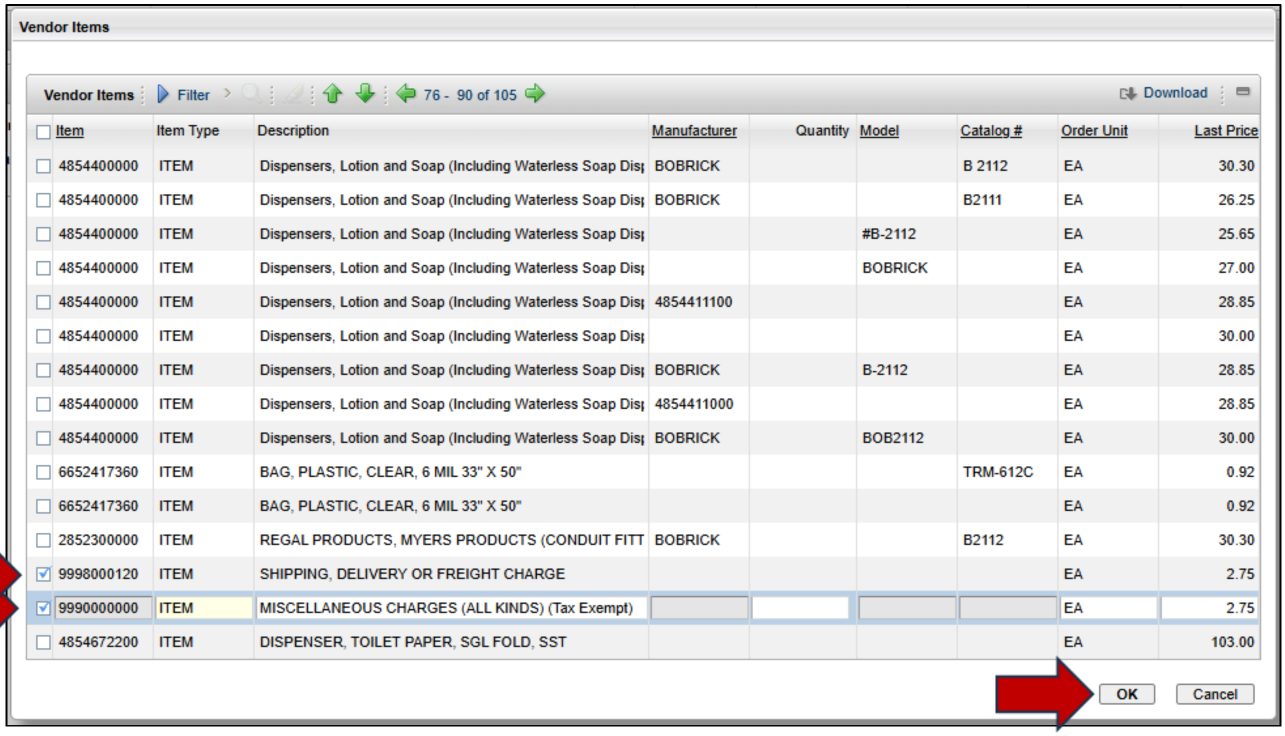
There are two ways to add lines to your PR.

OPTION 1: **Vendor Items Button**

If you click on the **Vendor Items** button, a new window will appear with a value list of all items M&O have ordered from this Vendor in Maximo.



Check the boxes of the item number(s) you wish to bring over as **PR Lines**. Click on the **OK** button when done.



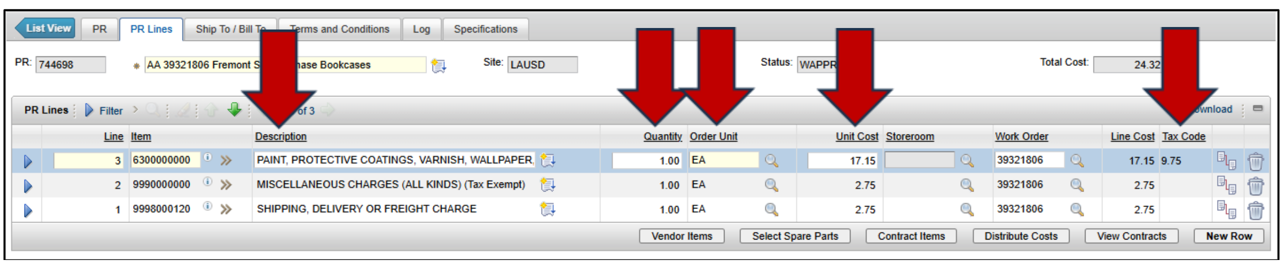
Vendor Items

Vendor Items | Filter | 76 - 90 of 105 | Download

Item	Item Type	Description	Manufacturer	Quantity	Model	Catalog #	Order Unit	Last Price
4854400000	ITEM	Dispensers, Lotion and Soap (Including Waterless Soap Dis|	BOBRICK			B 2112	EA	30.30
4854400000	ITEM	Dispensers, Lotion and Soap (Including Waterless Soap Dis|	BOBRICK			B2111	EA	26.25
4854400000	ITEM	Dispensers, Lotion and Soap (Including Waterless Soap Dis|			#B-2112		EA	25.65
4854400000	ITEM	Dispensers, Lotion and Soap (Including Waterless Soap Dis|			BOBRICK		EA	27.00
4854400000	ITEM	Dispensers, Lotion and Soap (Including Waterless Soap Dis|	4854411100				EA	28.85
4854400000	ITEM	Dispensers, Lotion and Soap (Including Waterless Soap Dis|					EA	30.00
4854400000	ITEM	Dispensers, Lotion and Soap (Including Waterless Soap Dis|	BOBRICK		B-2112		EA	28.85
4854400000	ITEM	Dispensers, Lotion and Soap (Including Waterless Soap Dis|	4854411000				EA	28.85
4854400000	ITEM	Dispensers, Lotion and Soap (Including Waterless Soap Dis|	BOBRICK		BOB2112		EA	30.00
6652417360	ITEM	BAG, PLASTIC, CLEAR, 6 MIL 33" X 50"				TRM-612C	EA	0.92
6652417360	ITEM	BAG, PLASTIC, CLEAR, 6 MIL 33" X 50"					EA	0.92
2852300000	ITEM	REGAL PRODUCTS, MYERS PRODUCTS (CONDUIT FITT	BOBRICK			B2112	EA	30.30
9998000120	ITEM	SHIPPING, DELIVERY OR FREIGHT CHARGE					EA	2.75
9990000000	ITEM	MISCELLANEOUS CHARGES (ALL KINDS) (Tax Exempt)					EA	2.75
4854672200	ITEM	DISPENSER, TOILET PAPER, SGL FOLD, SST					EA	103.00

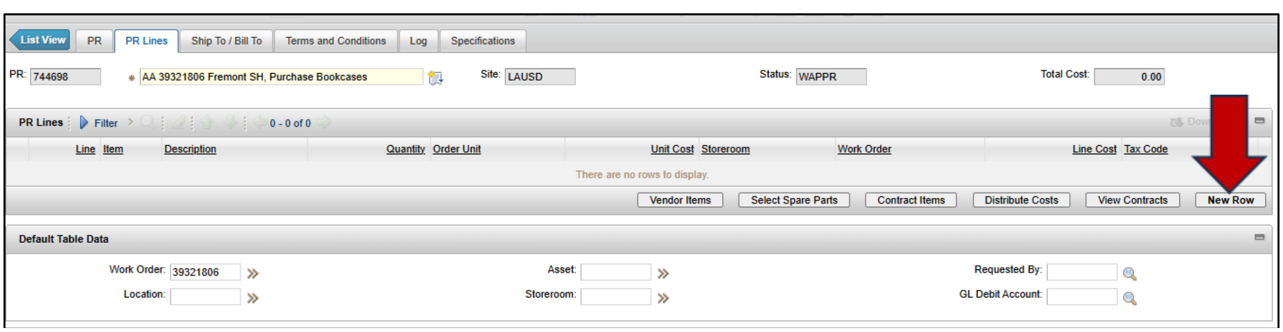
OK | Cancel

This will create a new row for each Item number you selected. Here you can modify the **Description, Quantity, Order Unit, Unit Cost and Tax** to match the vendor quote.

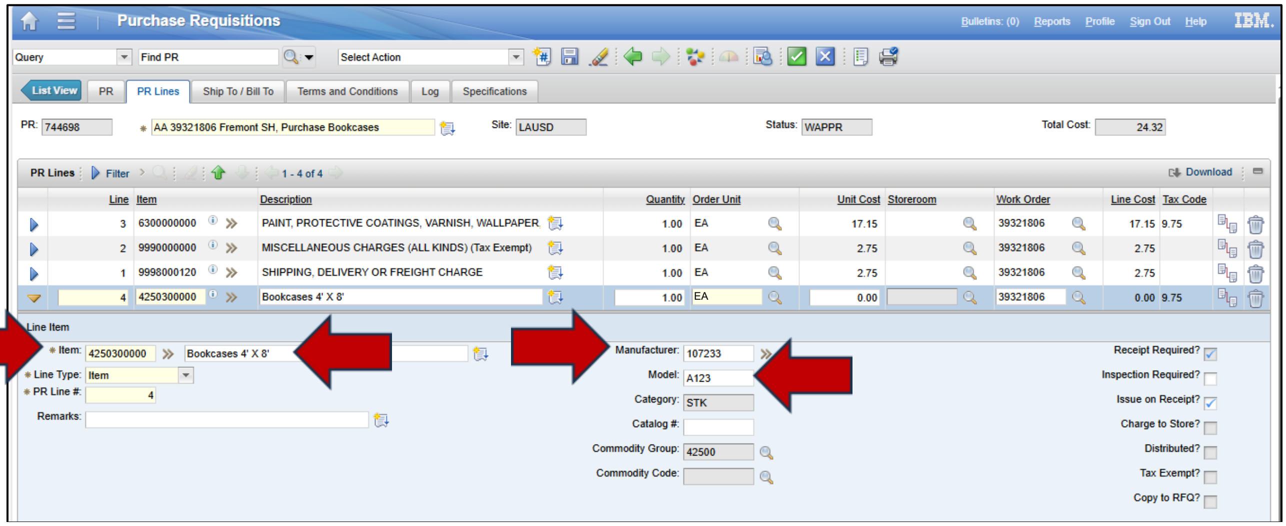


OPTION 2: New Row Button

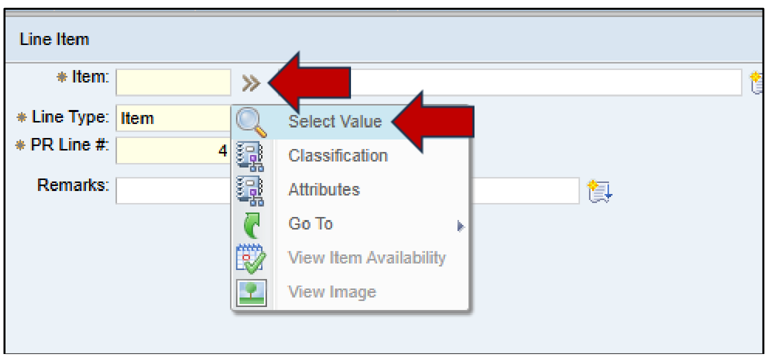
To create a new row, click on the **New Row** button on the right-hand side of the **PR Lines** subsection.



Enter the **Commodity Code** number in the **Item** field. Modify the default description to provide more accurate information. You may also use the **Long Description**, **Manufacturer**, and **Model** fields to provide more detailed information.

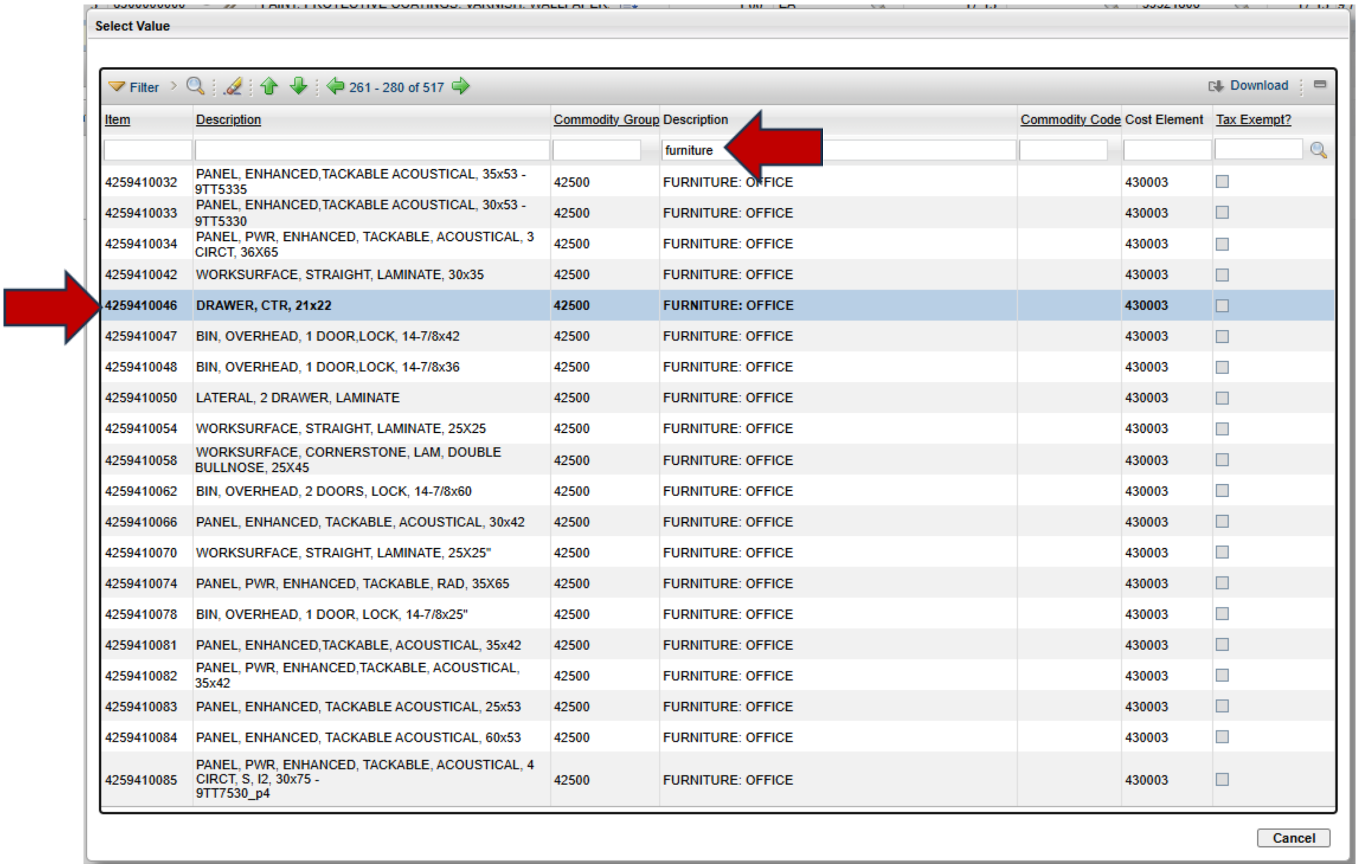


If you do not know the **Commodity Code** number, you may search for it by clicking on the  icon (to the right of the Item field) and click on **Select Value**.



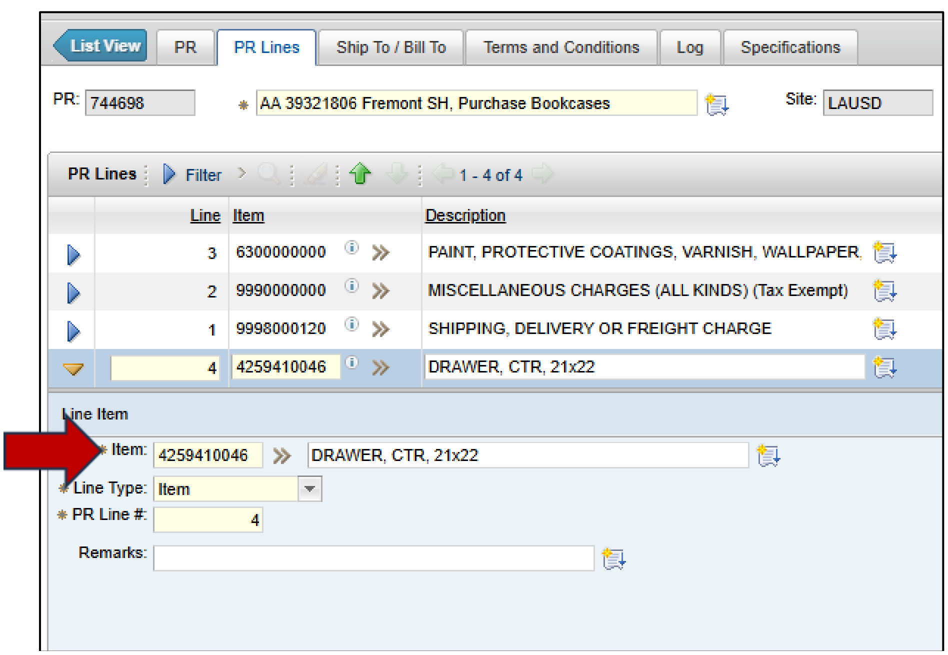
A pop-up window will appear with a list of Items in Maximo. Here, you may search for your item in the second **Description** column. To select an Item number, click on the **Item Number** or the **Description**. This will help ensure that we calculate the full, correct amount (including tax) for the item.

NOTE: The item number you select must have a **Commodity Group** number in order for the PO to be created in Ariba/SAP.

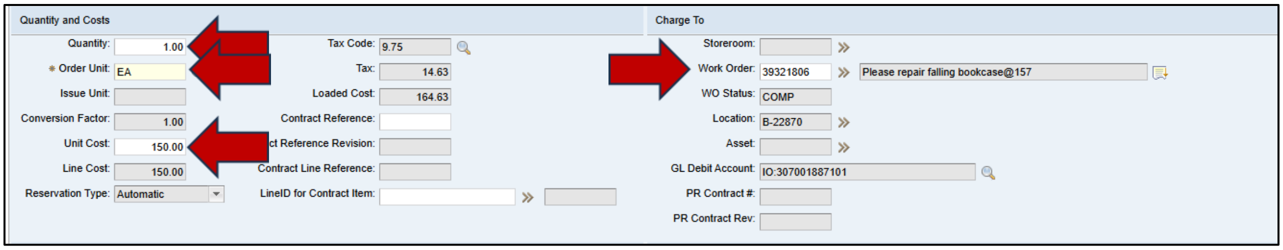


Item	Description	Commodity Group	Description	Commodity Code	Cost Element	Tax Exempt?
4259410032	PANEL, ENHANCED,TACKABLE ACOUSTICAL, 35x53 - 9TT5335	42500	FURNITURE: OFFICE		430003	
4259410033	PANEL, ENHANCED,TACKABLE ACOUSTICAL, 30x53 - 9TT5330	42500	FURNITURE: OFFICE		430003	
4259410034	PANEL, PWR, ENHANCED, TACKABLE, ACOUSTICAL, 3 CIRCT, 36X65	42500	FURNITURE: OFFICE		430003	
4259410042	WORKSURFACE, STRAIGHT, LAMINATE, 30x35	42500	FURNITURE: OFFICE		430003	
4259410046	DRAWER, CTR, 21x22	42500	FURNITURE: OFFICE		430003	
4259410047	BIN, OVERHEAD, 1 DOOR,LOCK, 14-7/8x42	42500	FURNITURE: OFFICE		430003	
4259410048	BIN, OVERHEAD, 1 DOOR,LOCK, 14-7/8x36	42500	FURNITURE: OFFICE		430003	
4259410050	LATERAL, 2 DRAWER, LAMINATE	42500	FURNITURE: OFFICE		430003	
4259410054	WORKSURFACE, STRAIGHT, LAMINATE, 25X25	42500	FURNITURE: OFFICE		430003	
4259410058	WORKSURFACE, CORNERSTONE, LAM, DOUBLE BULLNOSE, 25X45	42500	FURNITURE: OFFICE		430003	
4259410062	BIN, OVERHEAD, 2 DOORS, LOCK, 14-7/8x60	42500	FURNITURE: OFFICE		430003	
4259410066	PANEL, ENHANCED, TACKABLE, ACOUSTICAL, 30x42	42500	FURNITURE: OFFICE		430003	
4259410070	WORKSURFACE, STRAIGHT, LAMINATE, 25X25"	42500	FURNITURE: OFFICE		430003	
4259410074	PANEL, PWR, ENHANCED, TACKABLE, RAD, 35X65	42500	FURNITURE: OFFICE		430003	
4259410078	BIN, OVERHEAD, 1 DOOR, LOCK, 14-7/8x25"	42500	FURNITURE: OFFICE		430003	
4259410081	PANEL, ENHANCED,TACKABLE, ACOUSTICAL, 35x42	42500	FURNITURE: OFFICE		430003	
4259410082	PANEL, PWR, ENHANCED,TACKABLE, ACOUSTICAL, 35x42	42500	FURNITURE: OFFICE		430003	
4259410083	PANEL, ENHANCED, TACKABLE ACOUSTICAL, 25x53	42500	FURNITURE: OFFICE		430003	
4259410084	PANEL, ENHANCED, TACKABLE ACOUSTICAL, 60x53	42500	FURNITURE: OFFICE		430003	
4259410085	PANEL, PWR, ENHANCED, TACKABLE, ACOUSTICAL, 4 CIRCT, S, I2, 30x75 - 9TT7530_p4	42500	FURNITURE: OFFICE		430003	

After you click on the **Item Number** or the **Description**, the item number will be returned to the **Item** field. Type over the default description to provide an item name. Using the **Long Description**, **Manufacturer**, and **Model** fields, will allow you to add specifications.



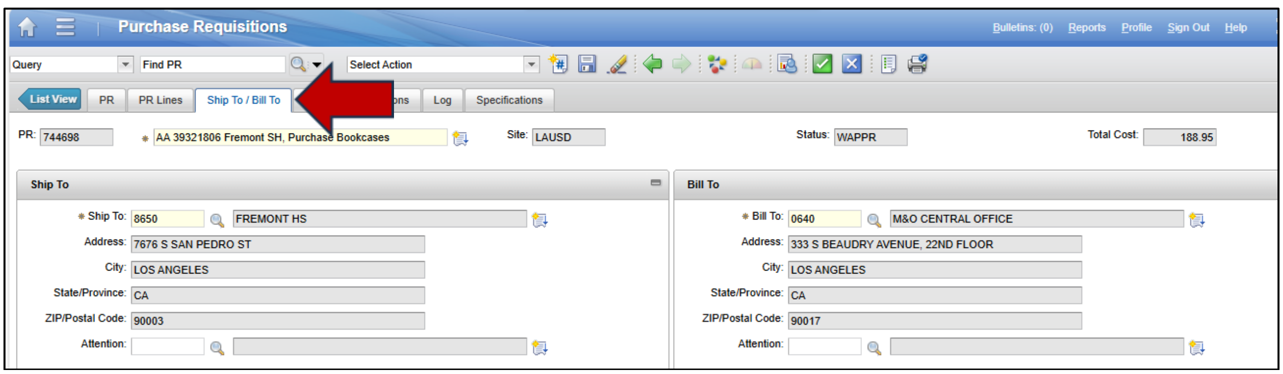
Update the **Quantity, Order Unit, Unit Cost, and Work Order** number if necessary.



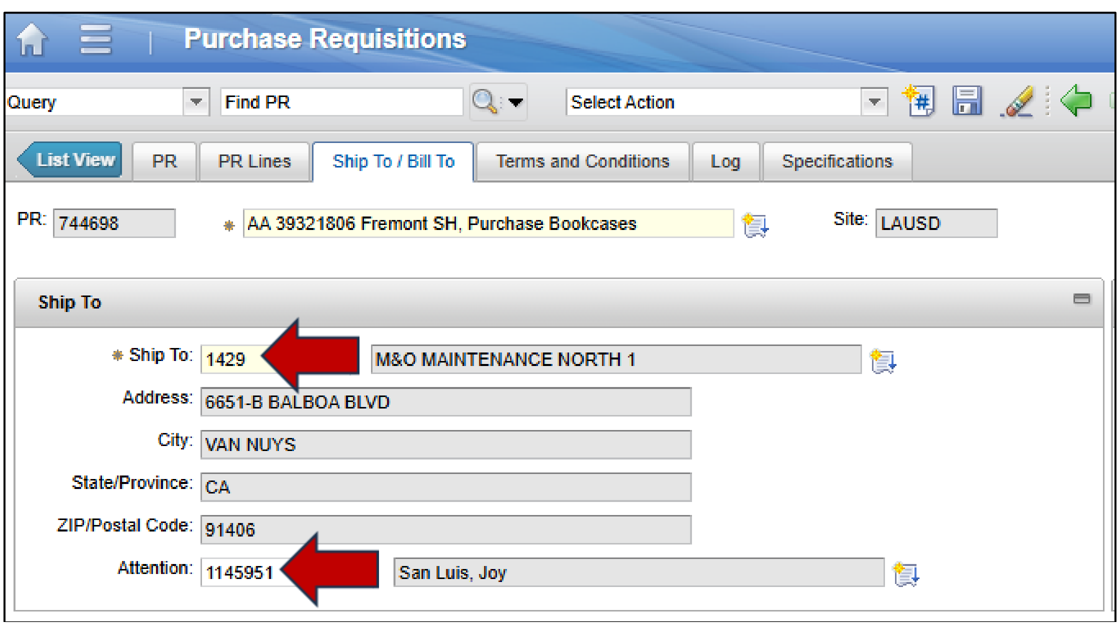
Click on the floppy disk icon to save. If you have additional lines, click on the **New Row** button and repeat steps.

3. ENTER SHIP TO / BILL TO INFORMATION

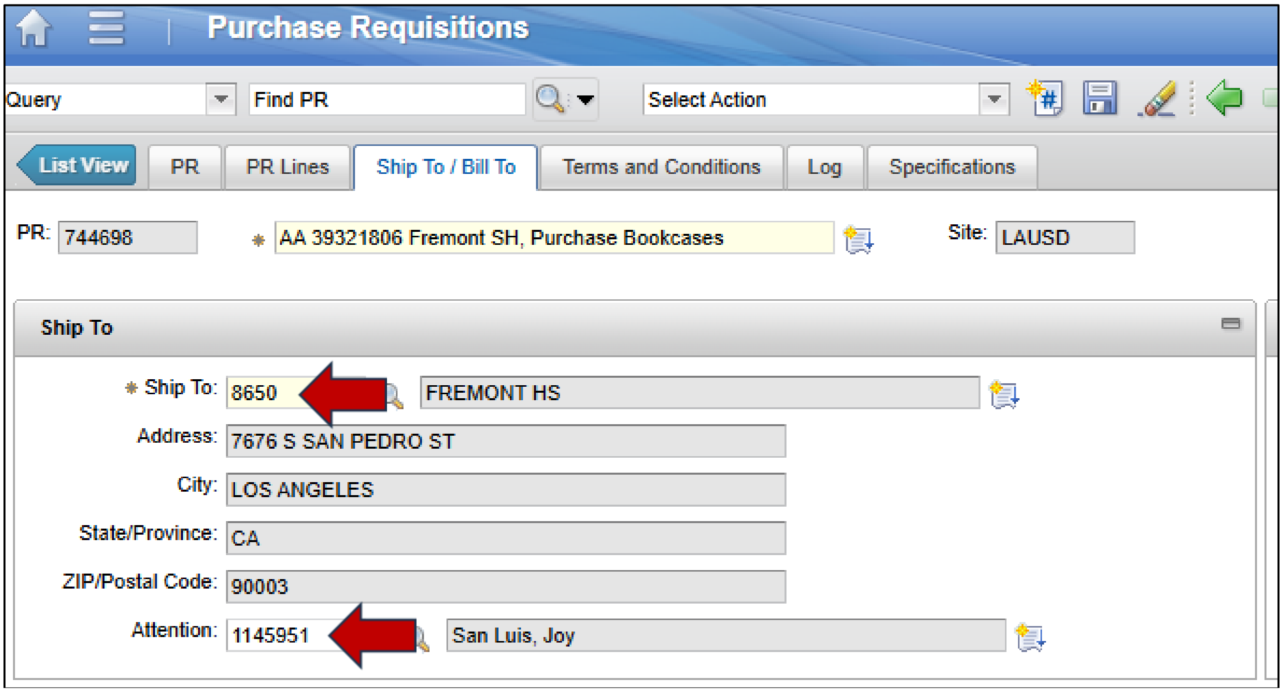
Click on the **Ship To / Bill To** tab.



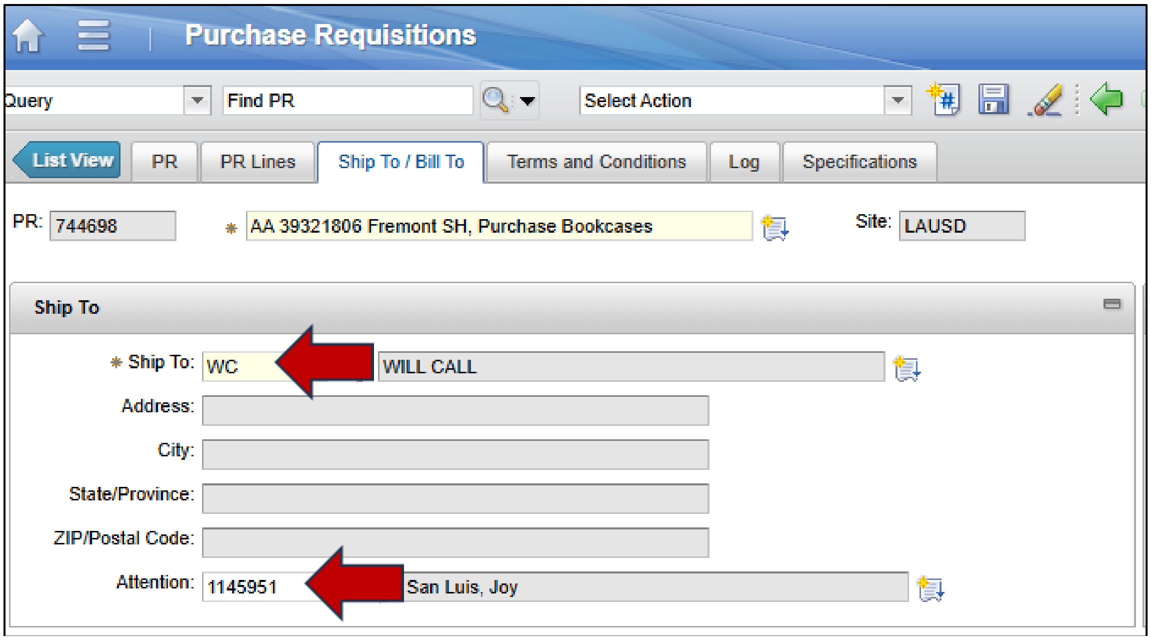
- **<u>Ship To</u> a M&O Area**:
  - Select / enter your M&O Area's section code in the **Ship To** field.
  - Enter the requestor's employee number in the **Attention** field.



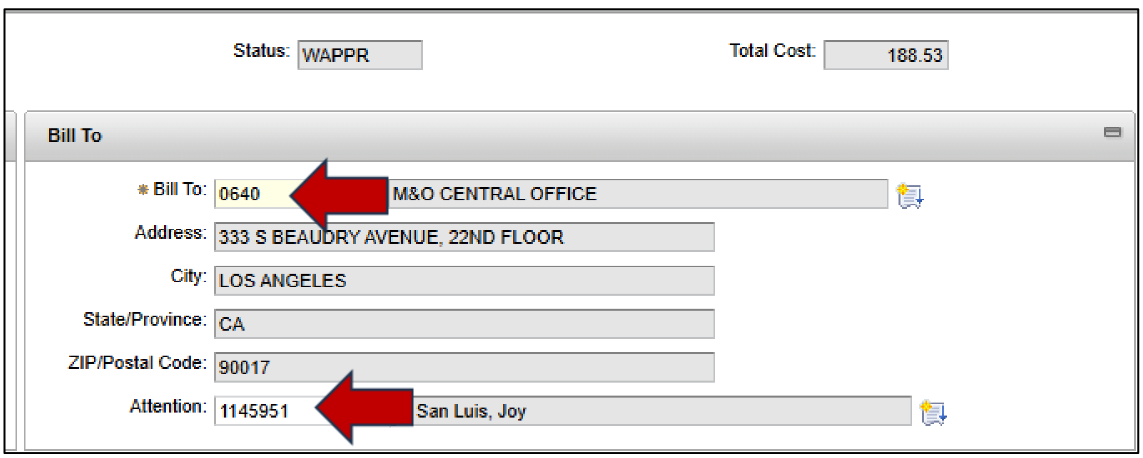
- <u>**Ship To**</u> **a School**:
    - Select / enter the school's section code in the **Ship To** field.
    - Enter the requestor's employee number in the **Attention** field.



- <u>**Ship To**</u> **- Will Call:**
    - Enter WC in the **Ship To** field
    - **Requirements for Will Call:**
        - <u>**WILL CALL SHOULD ONLY BE USED FOR EMERGENCIES**</u>
        - Only an AFSD can approve a Will Call requisition
        - The person who picks up the material(s) must print their name and sign the packing / pick-up slip.
        - They must take a picture, at pickup, of the material(s) using a District issued device.
        - Material(s) must be installed / used within 48 hours +/- after it is picked up.
        - After installation, a photo must be taken of the installed material and attached to the work order



- <u>**Bill To**</u>:
  - Select / enter your M&O Area's section code in the **Bill To** field. Enter the requestor's employee number in the **Attention** field.

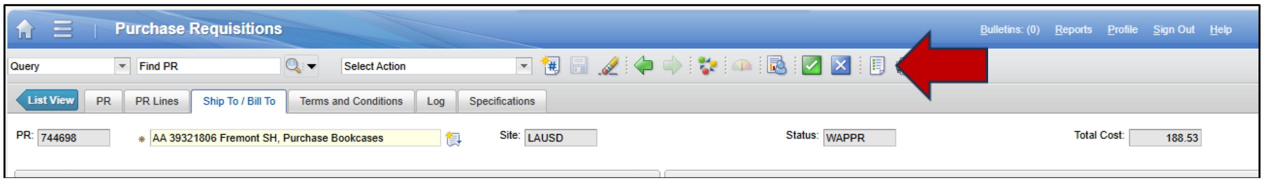


- **Issues:**
  - If the section is missing or has incorrect information, please contact the Maximo Team at MaximoTeam@laschools.net.

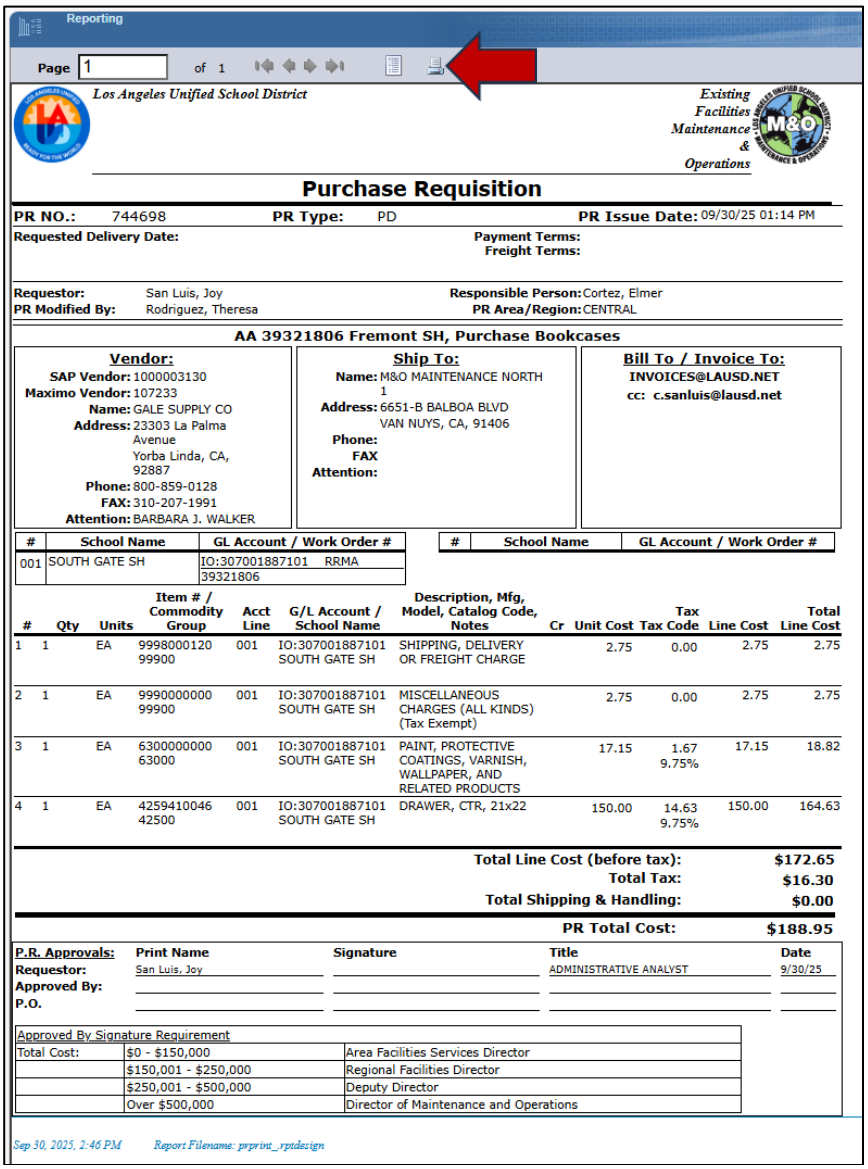
Click on the floppy disk  icon to save.

4. PRINT THE PURCHASE REQUISITION REPORT

Click on the **Purchase Requisition Report** icon located on the top toolbar to view the report.



A new **BIRT Report Viewer** window will appear. Review the report and click on the printer icon to print the document.



Los Angeles Unified School District

Existing Facilities Maintenance & Operations

Purchase Requisition

PR NO.: 744698 **PR Type:** PD **PR Issue Date:** 09/30/25 01:14 PM

Requested Delivery Date: **Payment Terms:** **Freight Terms:**

Requestor: San Luis, Joy **Responsible Person:** Cortez, Elmer
PR Modified By: Rodriguez, Theresa **PR Area/Region:** CENTRAL

AA 39321806 Fremont SH, Purchase Bookcases

Vendor:	Ship To:	Bill To / Invoice To:
SAP Vendor: 1000003130 **Maximo Vendor:** 107233 **Name:** GALE SUPPLY CO **Address:** 23303 La Palma Avenue Yorba Linda, CA, 92887 **Phone:** 800-859-0128 **FAX:** 310-207-1991 **Attention:** BARBARA J. WALKER	**Name:** M&O MAINTENANCE NORTH 1 **Address:** 6651-B BALBOA BLVD VAN NUYS, CA, 91406 **Phone:** **FAX** **Attention:**	**INVOICES@LAUSD.NET** cc: c.sanluis@lausd.net

#	School Name	GL Account / Work Order #
001	SOUTH GATE SH	IO:307001887101 RRMA 39321806

#	School Name	GL Account / Work Order #

#	Qty	Units	Item # / Commodity Group	Acct Line	G/L Account / School Name	Description, Mfg, Model, Catalog Code, Notes	Cr	Unit Cost	Tax Tax Code	Line Cost	Total Line Cost
1	1	EA	9998000120 99900	001	IO:307001887101 SOUTH GATE SH	SHIPPING, DELIVERY OR FREIGHT CHARGE		2.75	0.00	2.75	2.75
2	1	EA	9990000000 99900	001	IO:307001887101 SOUTH GATE SH	MISCELLANEOUS CHARGES (ALL KINDS) (Tax Exempt)		2.75	0.00	2.75	2.75
3	1	EA	6300000000 63000	001	IO:307001887101 SOUTH GATE SH	PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAPER, AND RELATED PRODUCTS		17.15	1.67 9.75%	17.15	18.82
4	1	EA	4259410046 42500	001	IO:307001887101 SOUTH GATE SH	DRAWER, CTR, 21x22		150.00	14.63 9.75%	150.00	164.63

Total Line Cost (before tax): $172.65
Total Tax: $16.30
Total Shipping & Handling: $0.00
PR Total Cost: $188.95

P.R. Approvals:	Print Name	Signature	Title	Date
Requestor:	San Luis, Joy		ADMINISTRATIVE ANALYST	9/30/25
Approved By:				
P.O.				

Approved By Signature Requirement		
Total Cost:	$0 - $150,000	Area Facilities Services Director
	$150,001 - $250,000	Regional Facilities Director
	$250,001 - $500,000	Deputy Director
	Over $500,000	Director of Maintenance and Operations

Sep 30, 2025, 2:46 PM *Report Filename: prprint_rptdesign*

The Requestor is responsible for signing the **Requestor** line. Then, the Requestor must obtain the required signature in the **Approved By** field. The **Approver** must verify that the vendor quote and PR lines match prior to approving the requisition. The **Approved By** signature is determined by the Dollar amount of the requisition:

AFSD	$0 - $150,000
RDF	$150,001 - $250,000
Deputy Director	$250,001 - $500,000
Director	$500,001+

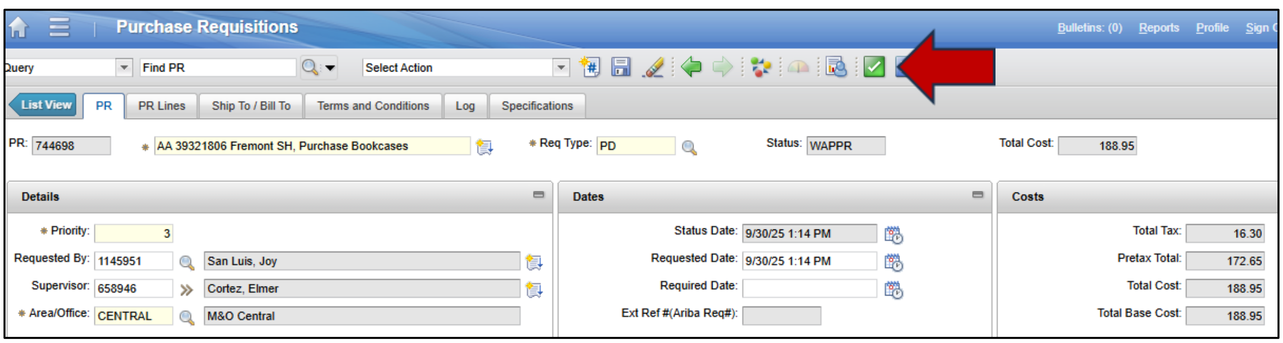
Submit the signed **Purchase Requisition** report to **Clerical** for processing.

5. CREATE PURCHASE ORDER

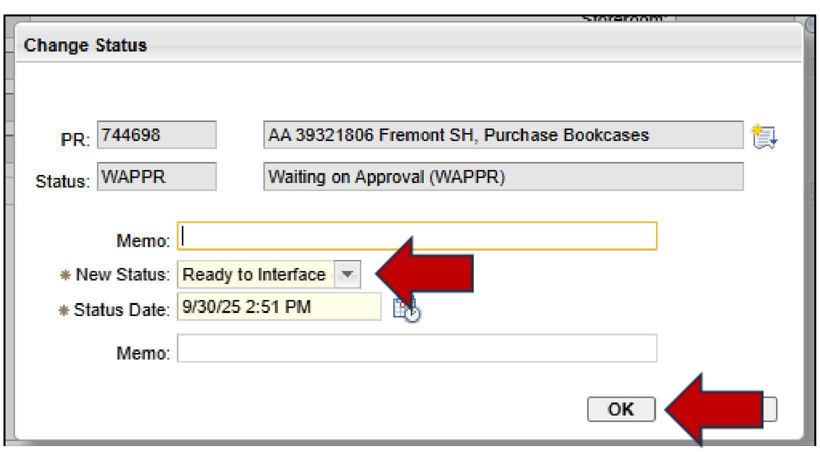
The Clerical department performs this function.

Review the **Purchase Requisition** report that was submitted to you by the Requestor. Sign on the **P.O. Line** of the report, after reviewing/checking the document for accuracy and completeness (e.g. Ariba Vendor Code appears, Work Order has G/L Account line). Attach the **Purchase Requisition Details Report** and submitted documentation to the PR. See the Document Upload Guide for steps on how to name and upload files.

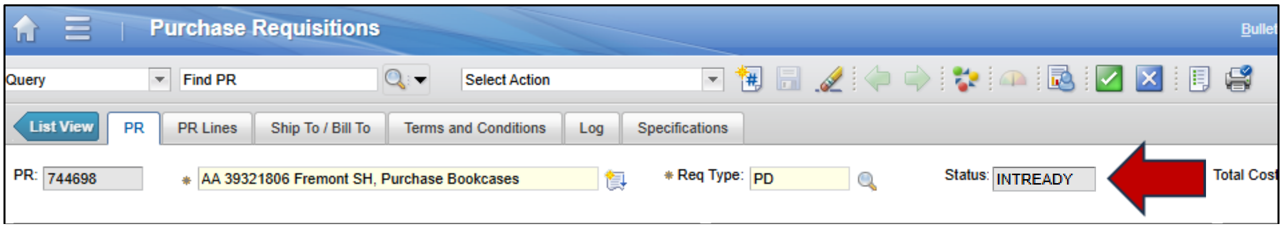
On the **Purchase Requisition** record, change the status to **Ready to Interface (INTREADY).** Click on the icon located in the top tool bar.



The **Change Status** window will appear with **Ready to Interface (INTREADY)** selected as the **New Status**. Click on the **OK** button.



The new status will be displayed on the Purchase Requisition.



INTERFACE SCHEDULE AND STATUSES

Maximo will interface the Purchase Requisition information into Ariba to generate the PO. Ariba will assign a buyer, which will require up to 15 business days to generate a PO number, so be prepared for this delay in your process. See below for the Interface status definitions and actions.

Ready to Interface (INTREADY) – This status marks the PR to interface to Ariba. If your PR is in this status, you can still change the status back to **WAPPR** if you need to make changes to the PR.

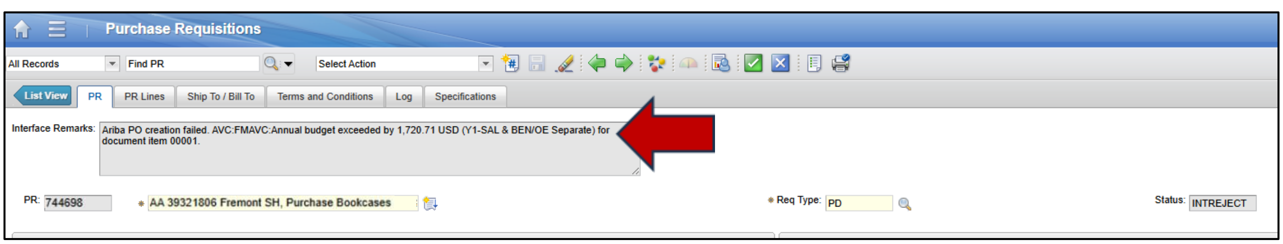
Interface in Session (INTSESSION) – The PR is changed to the **INTSESSION** status when it is in the process of interfacing with Ariba. When the PR is in the **INTSESSION** status, you cannot make any changes to the PR.

Interface Rejected (INTREJECT) – The PR completed its interface but was rejected due to any of the following reasons:

- Invalid Company
- Invalid Funding
- Invalid Commodity Code
- Invalid Unit of Measure
- Etc…

If your PR was rejected during the interface, the reason will be displayed on the PR tab.

Sample screenshot of **Reject** reason

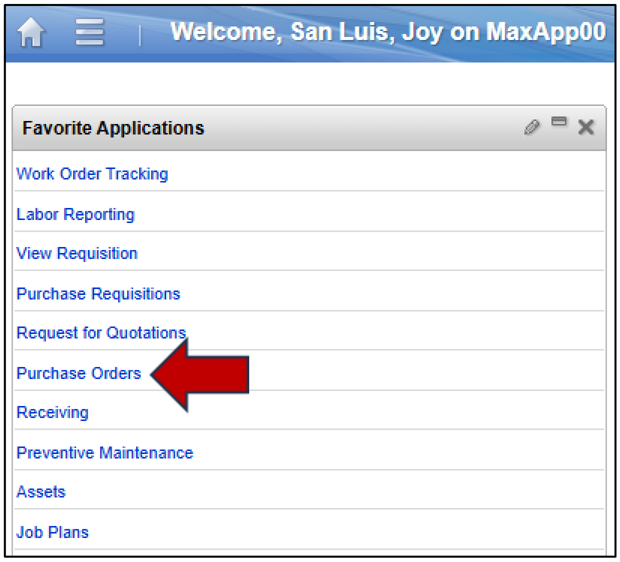


CLOSE – The PR completed its interface, and the Purchase Order number was successful.

The **Requested By** employee and **Clerical** staff who changed the status of the PR to **Ready to Interface (INTREADY)** will receive an email, regarding the status of the interface submission. If the **Purchase Order number** was created successfully, the **PO number** will be included in the email.

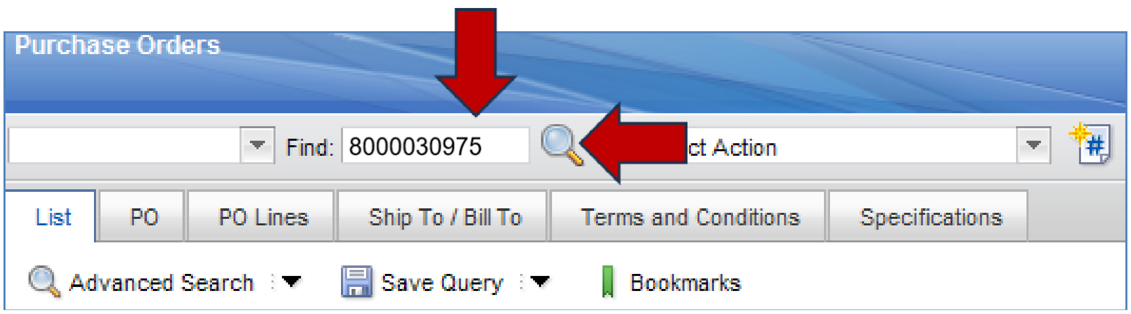
6. PRINT PURCHASE ORDER REPORT

Under the Favorite Applications section, click on the **Purchase Orders** application.

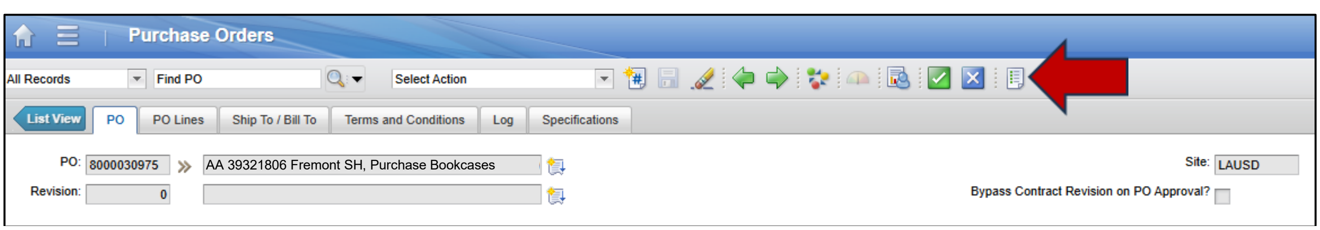


PURCHASE ORDERS HOME

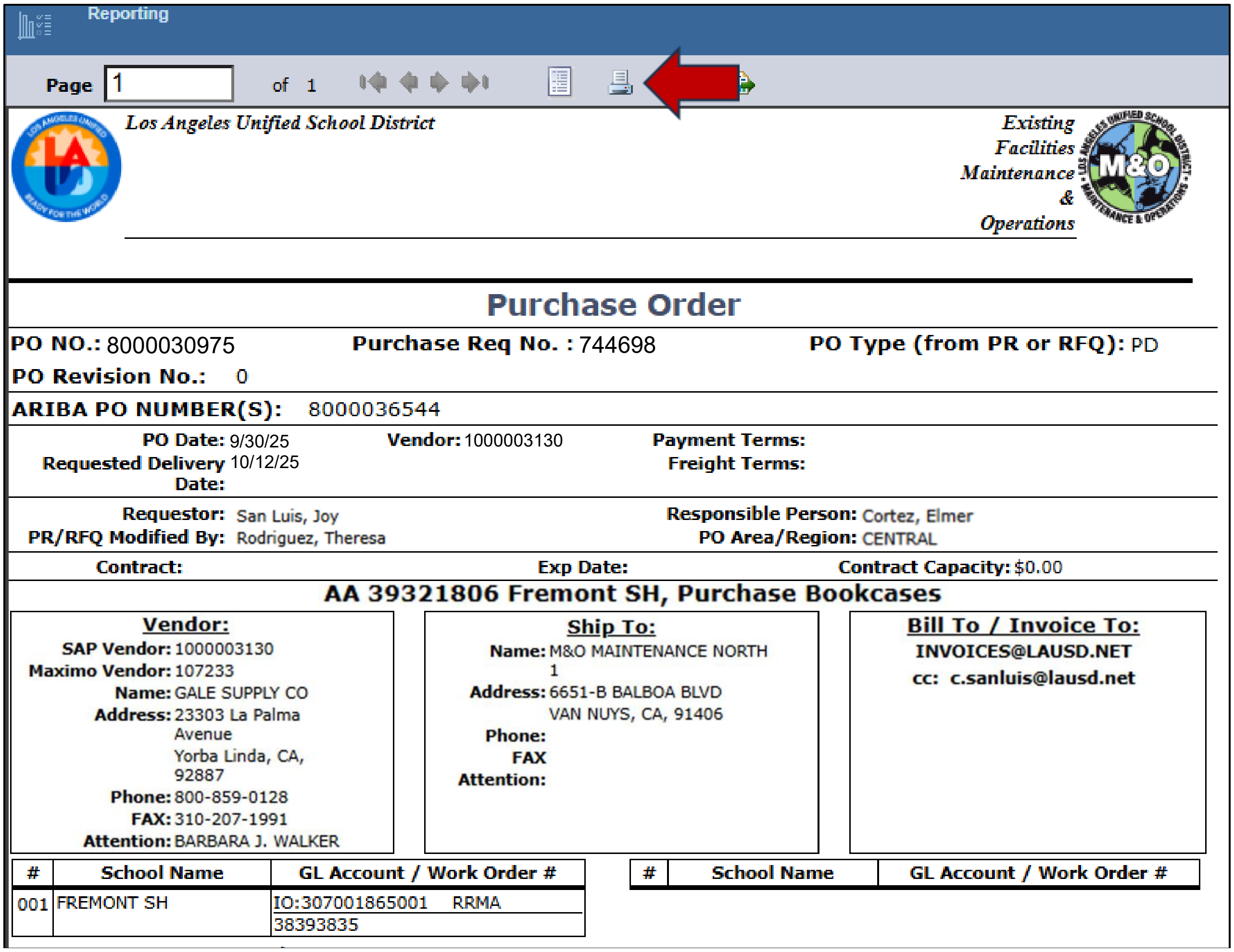
You will be taken to the **Purchase Orders** application. Search for your Purchase Order by entering the Ariba-generated PO number in the find field and click on the  icon to search.



On the **Purchase Order** record, Click on the  icon located in the top tool bar to run the **Purchase Order Details** report.



A new **BIRT Report Viewer** window will appear. Review the **Purchase Order Details** report for accuracy. To print the report, click on the printer icon.


Reporting

Page 1 of 1

Los Angeles Unified School District

Existing Facilities Maintenance & Operations

Purchase Order

PO NO.: 8000030975 **Purchase Req No. :** 744698 **PO Type (from PR or RFQ):** PD

PO Revision No.: 0

ARIBA PO NUMBER(S): 8000036544

PO Date: 9/30/25 **Vendor:** 1000003130 **Payment Terms:**

Requested Delivery Date: 10/12/25 **Freight Terms:**

Requestor: San Luis, Joy **Responsible Person:** Cortez, Elmer

PR/RFQ Modified By: Rodriguez, Theresa **PO Area/Region:** CENTRAL

Contract: **Exp Date:** **Contract Capacity:** $0.00

AA 39321806 Fremont SH, Purchase Bookcases

Vendor:
SAP Vendor: 1000003130
Maximo Vendor: 107233
Name: GALE SUPPLY CO
Address: 23303 La Palma Avenue Yorba Linda, CA, 92887
Phone: 800-859-0128
FAX: 310-207-1991
Attention: BARBARA J. WALKER

Ship To:
Name: M&O MAINTENANCE NORTH 1
Address: 6651-B BALBOA BLVD VAN NUYS, CA, 91406
Phone:
FAX
Attention:

Bill To / Invoice To:
INVOICES@LAUSD.NET
cc: c.sanluis@lausd.net

#	School Name	GL Account / Work Order #
001	FREMONT SH	IO:307001865001 RRMA 38393835

#	School Name	GL Account / Work Order #

Clerical staff signs the **PO Details Report**. Attach the signed **PR Report** with the **PO Report** and submit to **Requestor** for confirmation and filing.

The **Requestor** should submit a copy of the **PO Details Report** or provide the **PO Number** to **Vendor** to initiate purchase.

7. OPTIONAL: MODIFY PURCHASE ORDER

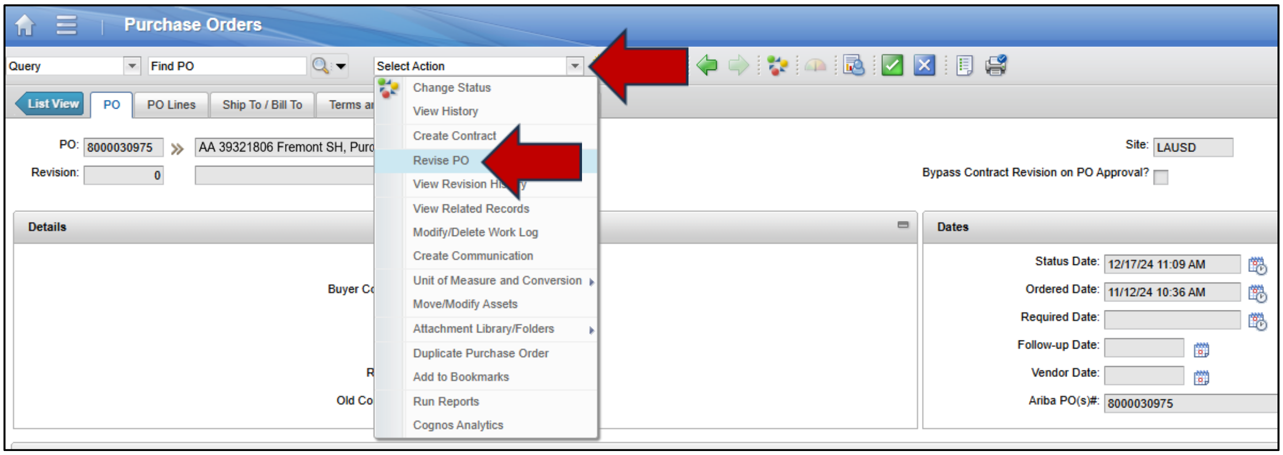
The requestor performs this function.

Modifications are **<u>ONLY</u>** available for the **Description, Quantity, and Unit Cost** of a Purchase Order. You cannot change any other information. To modify the associated **Work Order**, you must delete the PO Line you wish to change and add a new one. If you need to modify any other information, you will have to **CANCEL** the **Purchase Order** and submit a new **Purchase Requisition**.

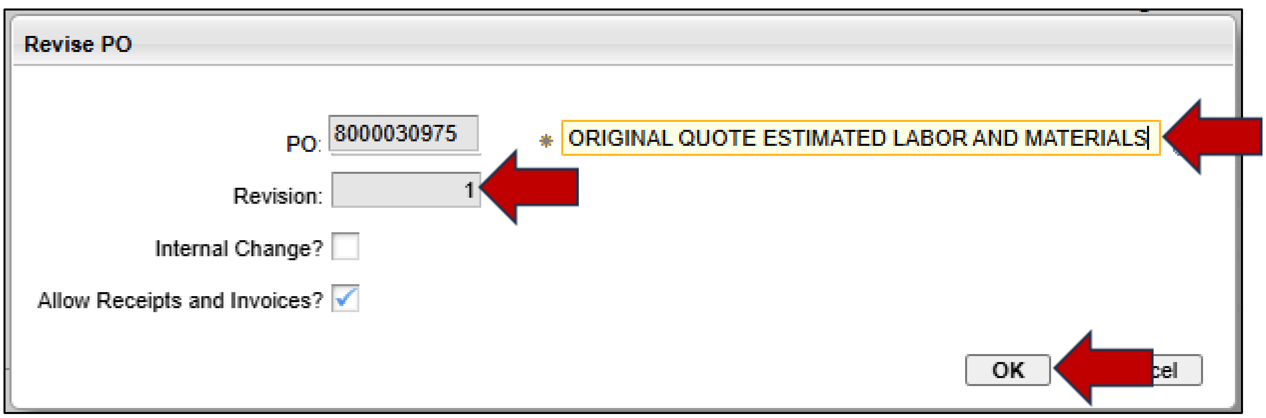
Note: Return or void any goods receipts entered, prior to beginning a modification.

To change the **Description, Quantity, Unit Cost,** or the **Work Order**, go to the **PO record** in the **Purchase Order** application.

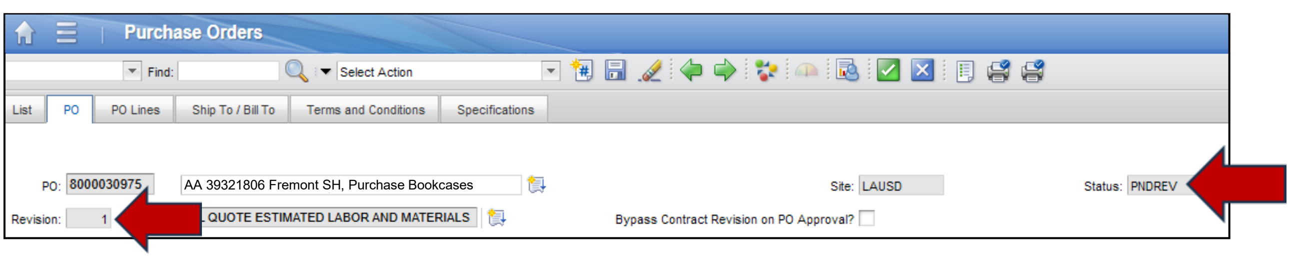
On the **PO record**, click on the **Select Action** dropdown and select **Revise PO**.



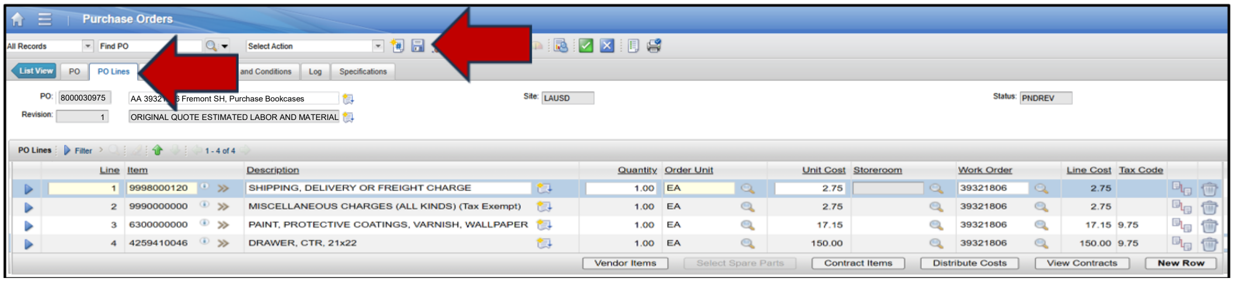
A **Revise PO** window will appear. To the right of the PO number, type in your justification for the modification. You will also notice that the Revision number is now 1. Click **OK** when done.



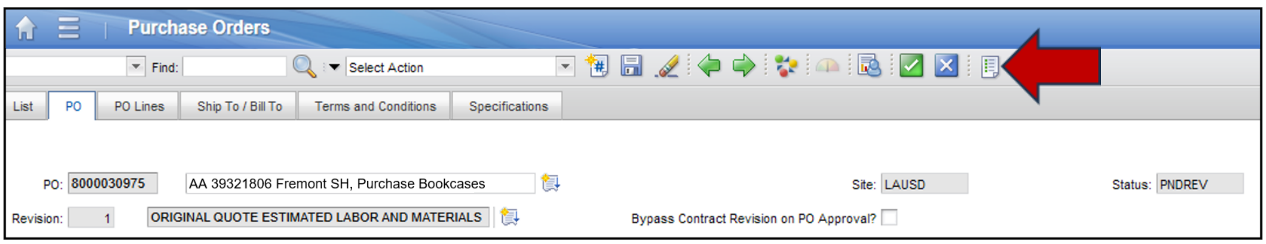
After you click **OK**, you cannot edit the revision justification, and you will be taken to your revised **PO record**. Notice the Revision number is now 1 and the status is **PNDREV (Pending Revision)**.



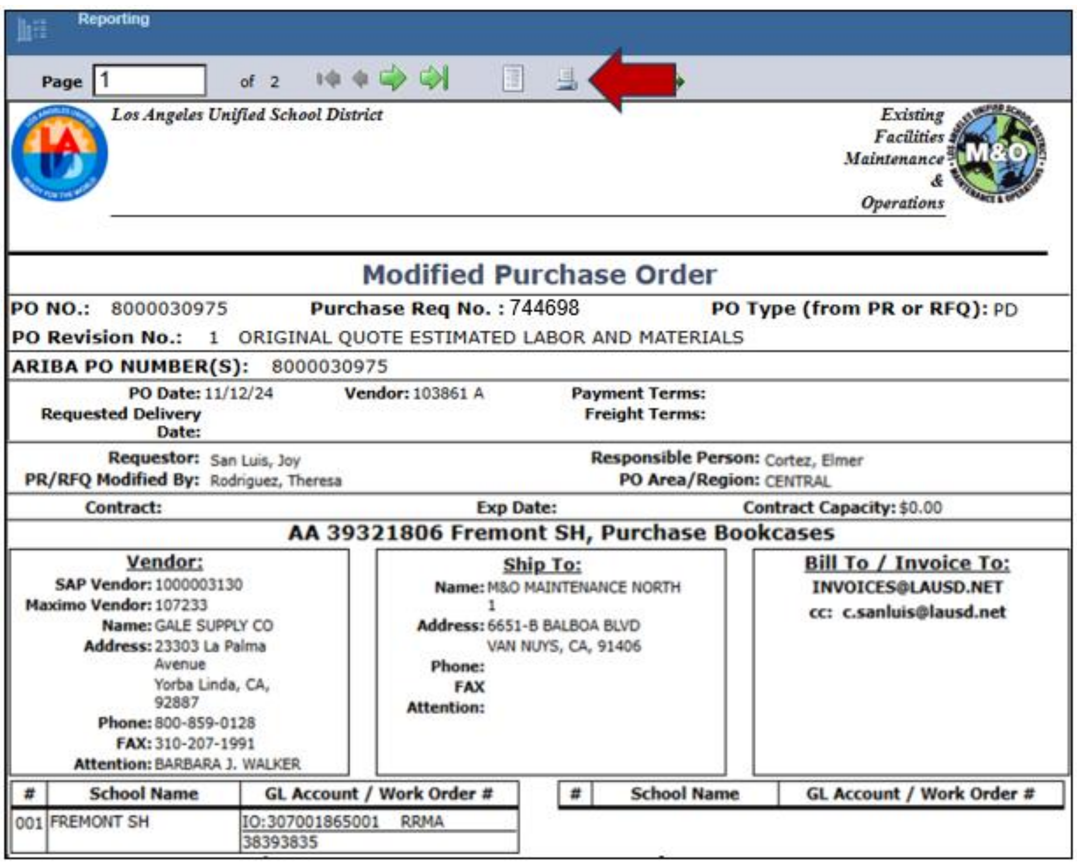
Click on the **PO Lines** tab to make your modifications. To modify the **Work Order Number,** you must add a new row. Click on the floppy disk icon to save.



Print your **Modified Purchase Order** report by clicking on the icon on the toolbar.

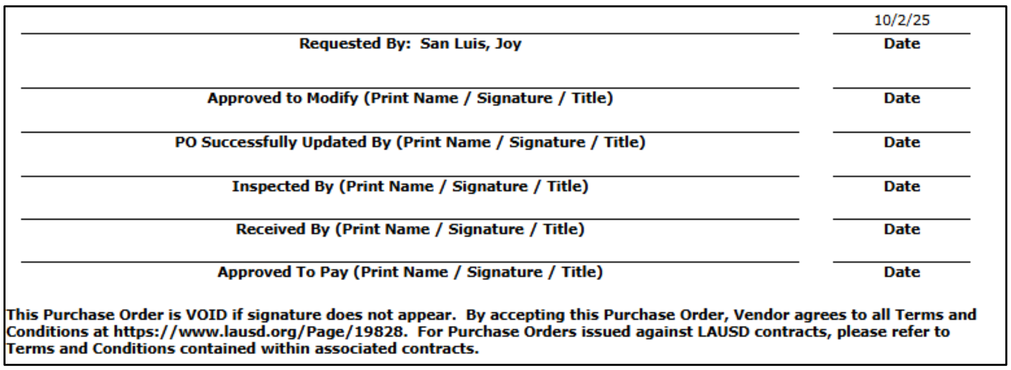


A new **BIRT Report Viewer** window will appear. Review the **Modified Purchase Order Report** for accuracy. To print the report, click on the printer icon.



The Requestor is responsible for signing the **Modified PO** report. The Requestor is to obtain the required signature on the **Approved to Modify** line. The **Approved to Modify** signature is determined by the Dollar amount of the requisition.

AFSD	$0 - $150,000
RDF	$150,001 - $250,000
Deputy Director	$250,001 - $500,000
Director	$500,001+


10/2/25

Requested By: San Luis, Joy **Date**

Approved to Modify (Print Name / Signature / Title) **Date**

PO Successfully Updated By (Print Name / Signature / Title) **Date**

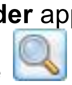
Inspected By (Print Name / Signature / Title) **Date**

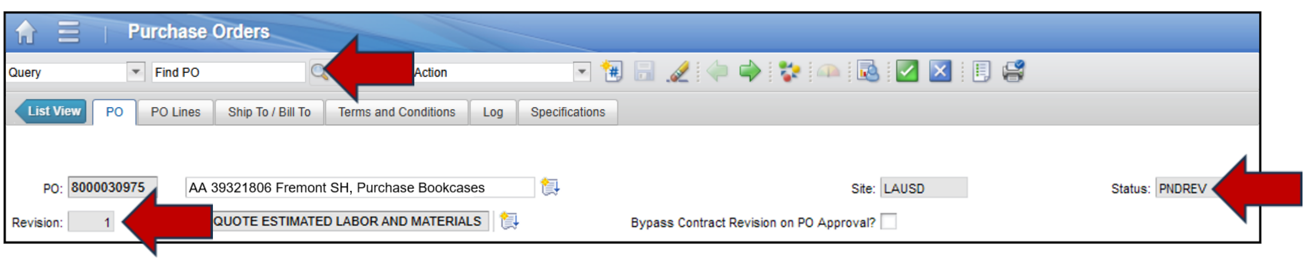
Received By (Print Name / Signature / Title) **Date**

Approved To Pay (Print Name / Signature / Title) **Date**

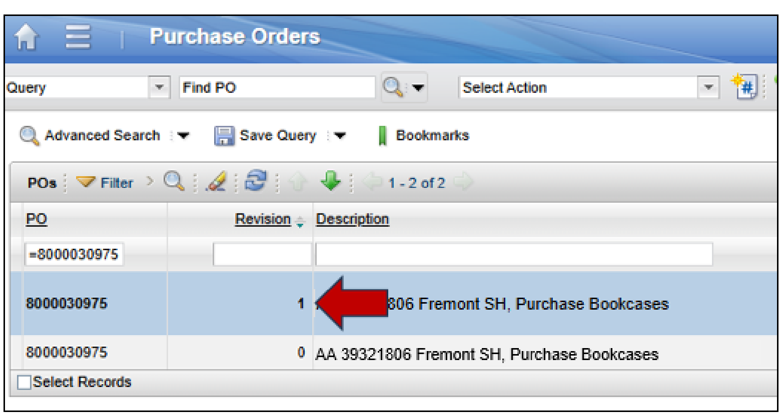
This Purchase Order is VOID if signature does not appear. By accepting this Purchase Order, Vendor agrees to all Terms and Conditions at https://www.lausd.org/Page/19828. For Purchase Orders issued against LAUSD contracts, please refer to Terms and Conditions contained within associated contracts.

Submit the signed **Modified PO** report and supporting documents to **Clerical** for processing.
The Clerical department performs this function.

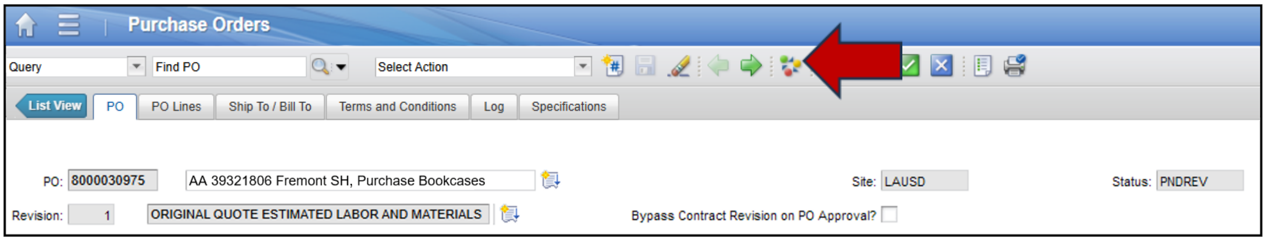
Go to the **Revised PO** record in the **Purchase Order** application. You may search for it by entering the **PO number** in the search field and click on the  icon.   Make sure you are on the **Revised PO**; the status will also be in **PNDREV**.



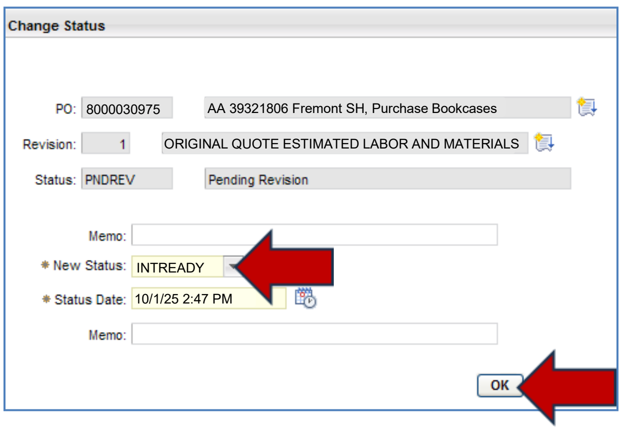
If you are not on your revised PO record, click on the **List** tab. The result set will display both PO revisions. Select the revision that was submitted to you on the Modified PO report.



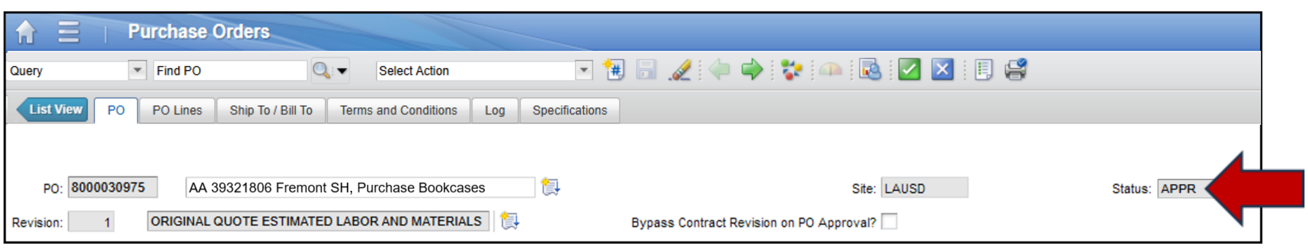
Attach the **Modified Purchase Order Report** and submitted documentation to the **Revised PO**. See the Document Upload Guide for steps on how to name and upload files. Click on the **Revised PO's**, change status icon and select **INTREADY (Ready to Interface)**.



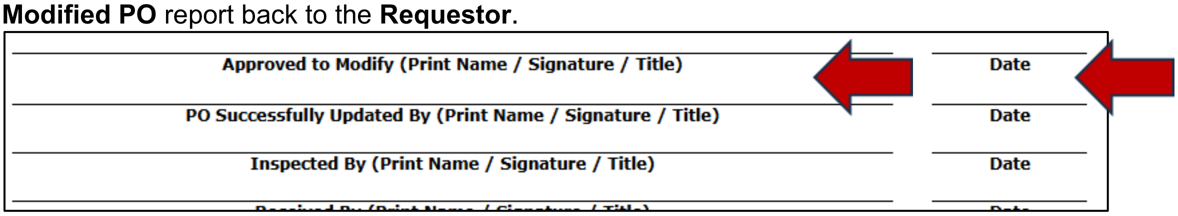
Select **Ready to Interface** on the **New Status** dropdown and hit **OK**.



The **Modified PO** will interface through the same cycle as before with email notifications. If successful, the **Modified PO** record status will automatically be changed to **APPR**.



After the status is changed to **APPR**, sign the PO Successfully Update By line, and submit the **Modified PO** report back to the **Requestor**.

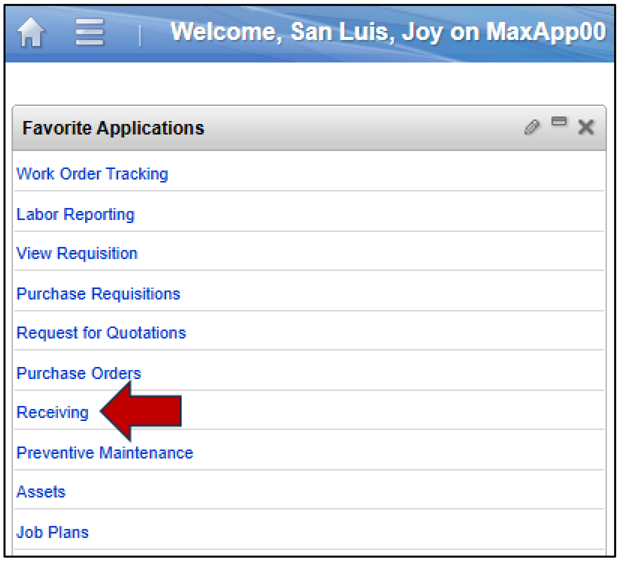


Requestor to submit a copy of the **Modified PO** report to **Vendor**.

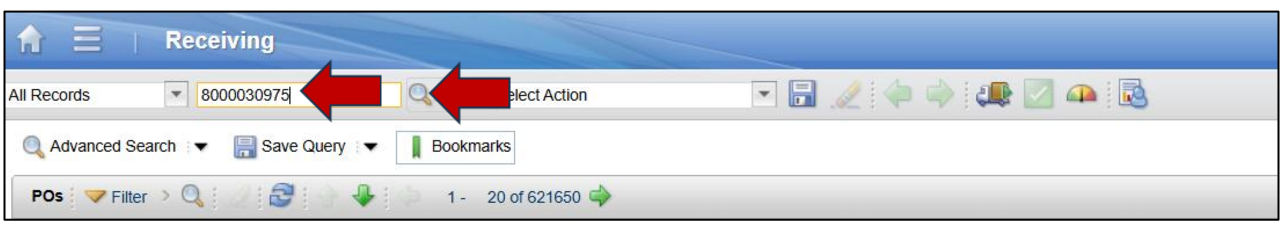
8. RECEIVING ORDER

The Receiver performs this function

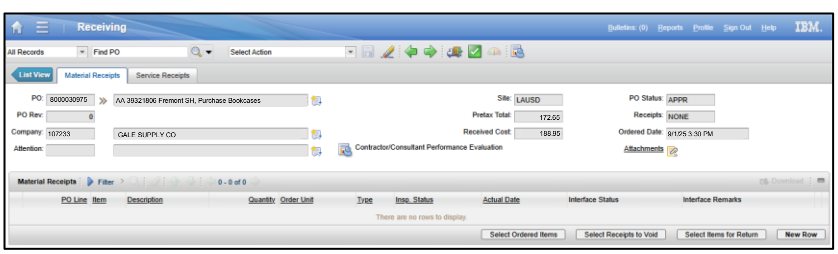
After receiving the item(s) from the vendor, the **Receiver** will create the **Goods Receipts** in Maximo. In the **Start Center** of Maximo, under **Favorite Applications**, click on the **Receiving** application.



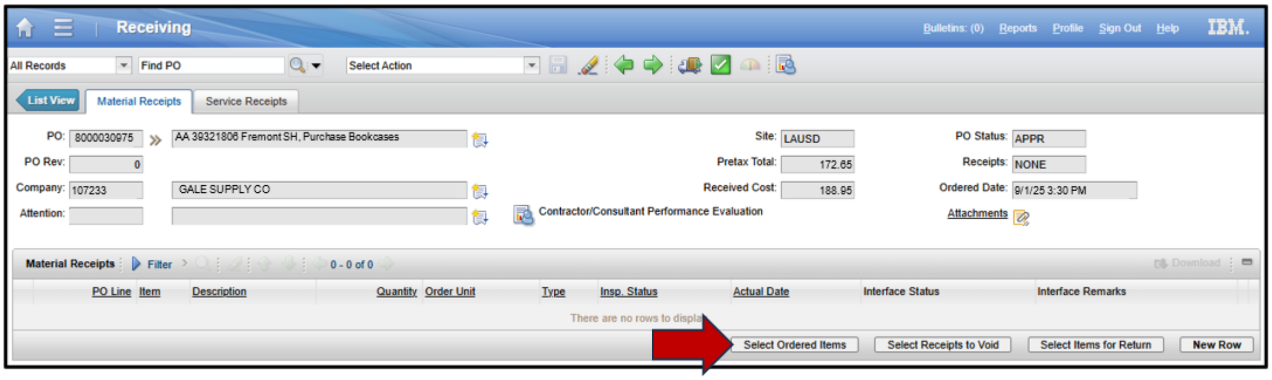
In the **Receiving** application, enter the **PO number** in the **Find** field and click on the  to search for the record.



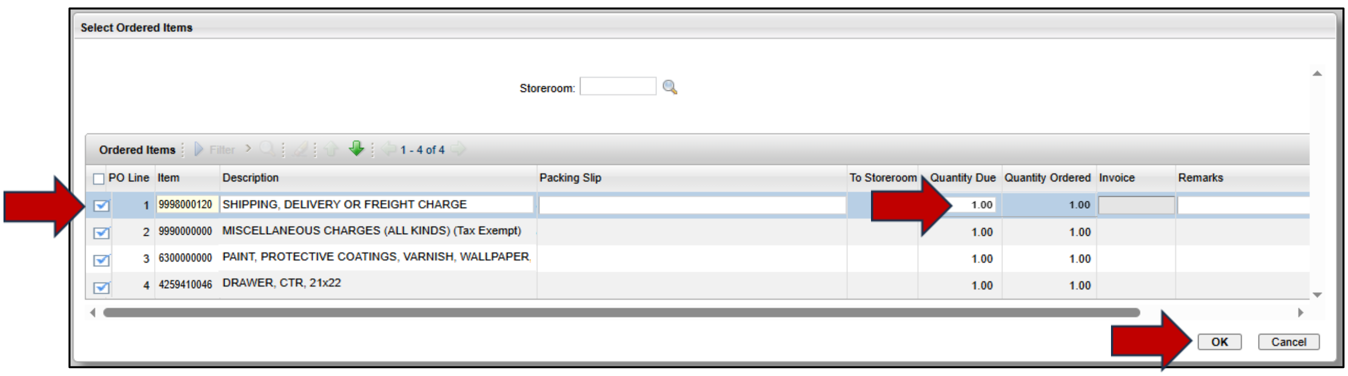
You will then be taken to the **Materials Receipt** tab of the record.



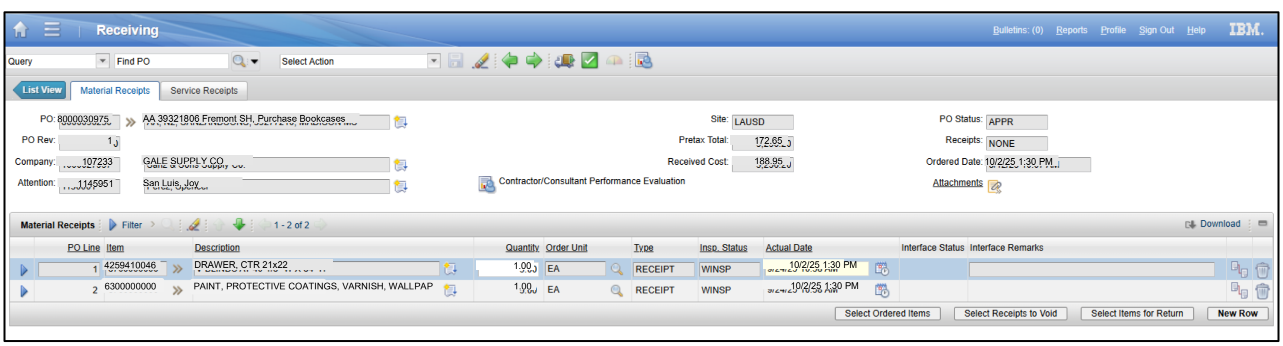
Click on the **Select Ordered Items** button.



The **Select Ordered Items** window will appear. Select the checkbox(es) on the lines that were received, verify the Quantity, and click the **OK** button.



You will be taken back to the previous screen. Click on the floppy disk icon to save the record. The **Receipt Inspection Status** will be changed to **WINSP** and is ready for approval**.** The **Receipts** status will remain as **NONE** until approved by clerical.



Requestor to obtain **Inspected By, Received By** and **Approved to Pay** signatures on the **PO Report**.

Inspected By
: The act of examining goods that have been delivered to determine conformance to what was ordered via the purchase order.

- Verify that what was ordered conforms to purchase document (purchase order, statement of work, specifications, attachments, etc…)
- Verify the quantity ordered against the quantity shipped or delivered.
- Inspect for damage or breakage.
- Verify that the unit of measurement count is correct.
    - Example 1: If the unit of measurement on the purchase order is 200 square feet of playground matting, measure actual installed matting square footage.
    - Example 2: If the unit of measurement on the purchase order is one dozen, count 12 in the unit package.
- Verify that delivery documentation (packing slip, certifications, etc.) is acceptable.
- Verify that packaging integrity is preserved (no leakage, damages, etc.).
- If needed, take photo of goods/services for confirmation of inspection.

Received By
: The act of taking possession of goods in order to stage them for inspection or place them into inventory.

Approved to Pay
: The act of verifying that all purchase documents are in place and accurate (vendor quote, purchase requisition, purchase order, invoice) and may proceed to invoice payment.

	10/2/25
PO Successfully Created By: San Luis, Joy	**Date**
Inspected By (Print Name / Signature / Title)	**Date**
Received By (Print Name / Signature / Title)	**Date**
Approved To Pay (Print Name / Signature / Title)	**Date**

This Purchase Order is VOID if signature does not appear. By accepting this Purchase Order, Vendor agrees to all Terms and Conditions at https://www.lausd.org/Page/19828. For Purchase Orders issued against LAUSD contracts, please refer to Terms and Conditions contained within associated contracts.

Note: The person receiving the item(s) cannot be the same person who generated the requisition.

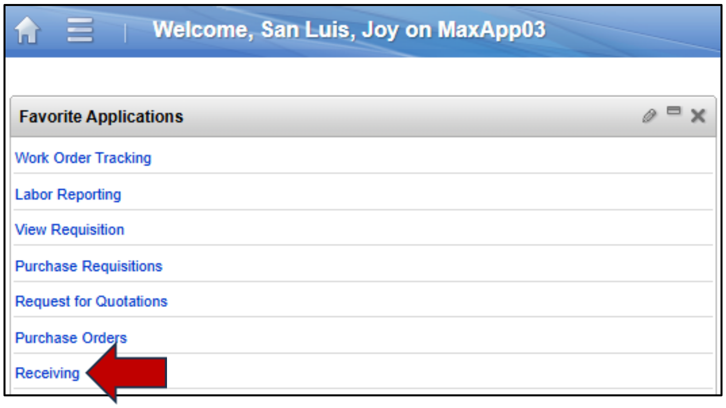
Submit the **PO report, Purchase receipt(s), Packing Slip and Vendor Invoice** to **Clerical** to conduct the PO closure process.

9. APPROVING RECEIVER

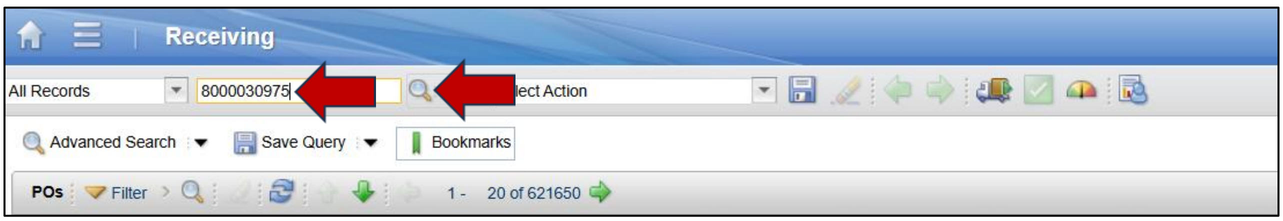
The Clerical Department performs this function.

Review and attach the **Approved to Pay PO** packet to the PO. Follow the Document Upload Guide for best practices when uploading.

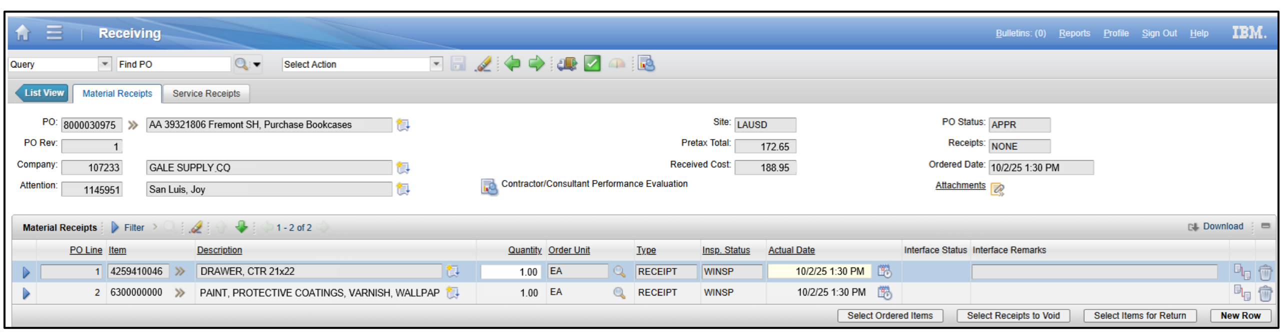
Go to the Receiving application, through either your favorite application list on the start center or by clicking on the **Hamburger Menu**, **Purchasing**, followed by **Receiving**.



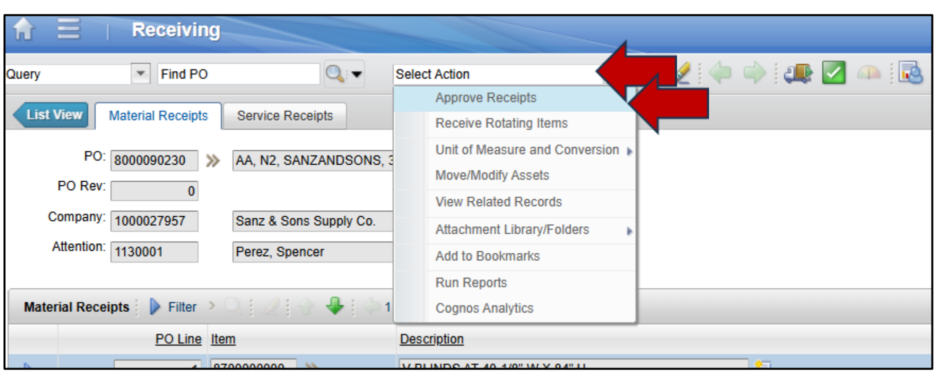
In the **Receiving** application, enter the PO Number in the Find field, then click on the  icon, to search for the record.



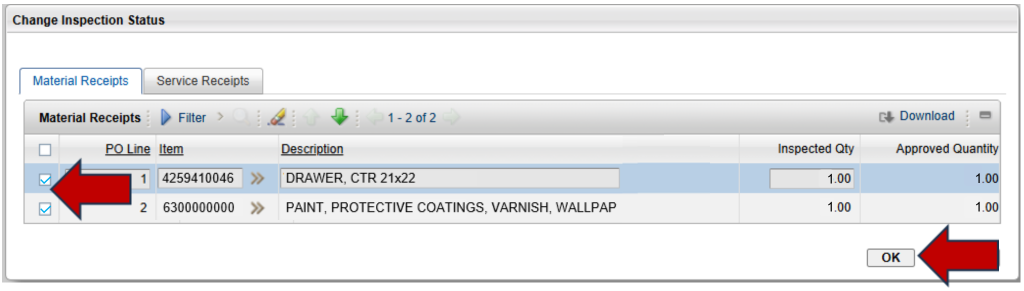
This will take you to the **Materials Receipt** tab of the record. Here, you should see the Received lines with a WINSP **Inspection Status.** With our end goal of paying the invoices, we first need to approve the **Goods Receipts.**



Go to **Select Action, Approve Receipts**.



Select the checkboxes of the items received, then click **OK**.



The receipt's status will change to **COMPLETE**, and **Inspection Status** to **COMP**. This will create a line where under **Type**, the field will say **TRANSFER**.