Post Date: 05/01/2026

Los Angeles Unified School District

Maximo 7.6 / Procurement

Annual Contract Purchase (PG) Guide

DEFINITION

The **Annual Contract Purchase (PG) Guide** is a method to purchase goods, commodities, general services or professional services that are in a Vendor's annual contract with the District, as the sole supplier of the deliverables. You may view the list of current M&O Annual Contracts at http://mo.laschools.org/fis/existing-facilities/m-and-o/contracts/

LOGIN

The requestor performs this function.

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

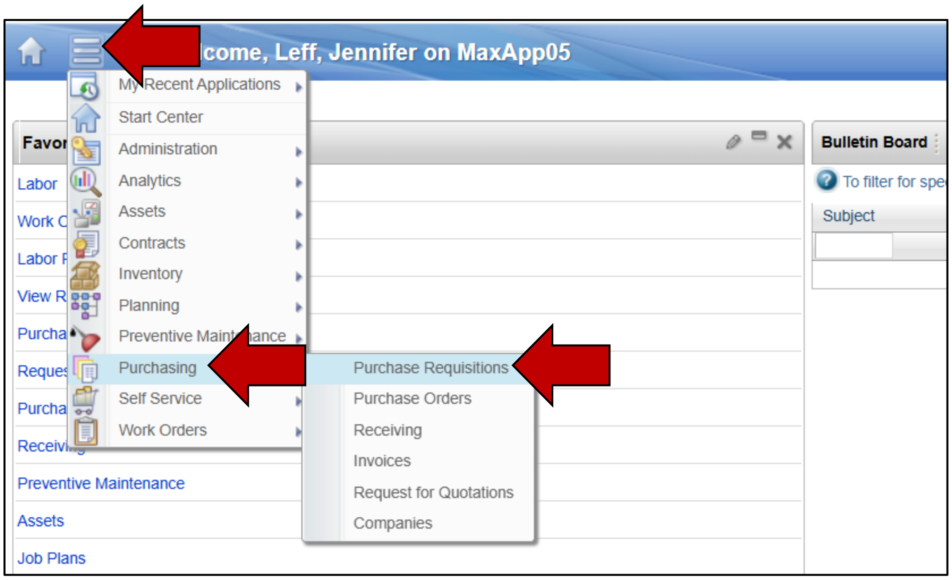
Enter your **Single sign-on** username and password and click on the **Sign In** button.

1. CREATE PURCHASE REQUISITION

START CENTER

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

Under the **Favorite Applications** section, or hamburger menu, **Purchasing** click on the **Purchase Requisition** application.

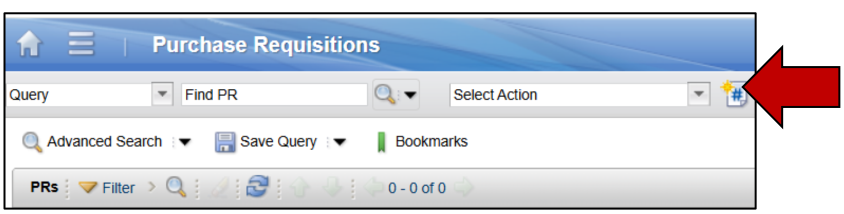


PURCHASE REQUISITION HOME

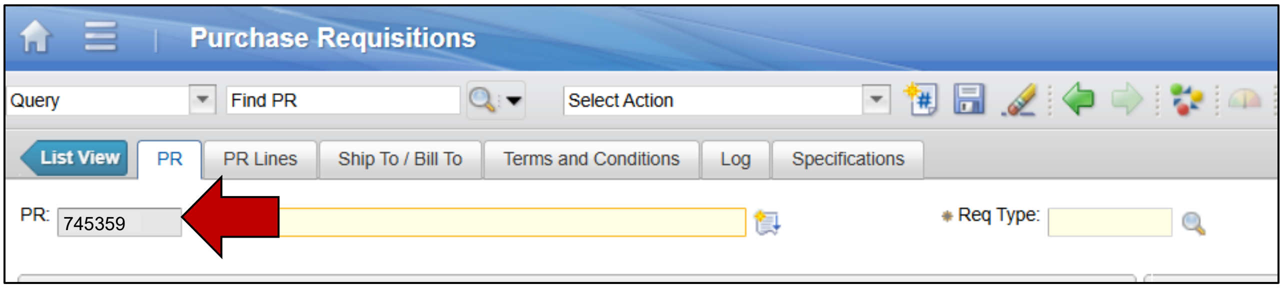
You will then be taken to the Purchase Requisition home screen; in this screen, where you can search for existing Purchase Requisition records.

NEW PURCHASE REQUISITION

Click on the  icon to create a new Purchase Requisition.



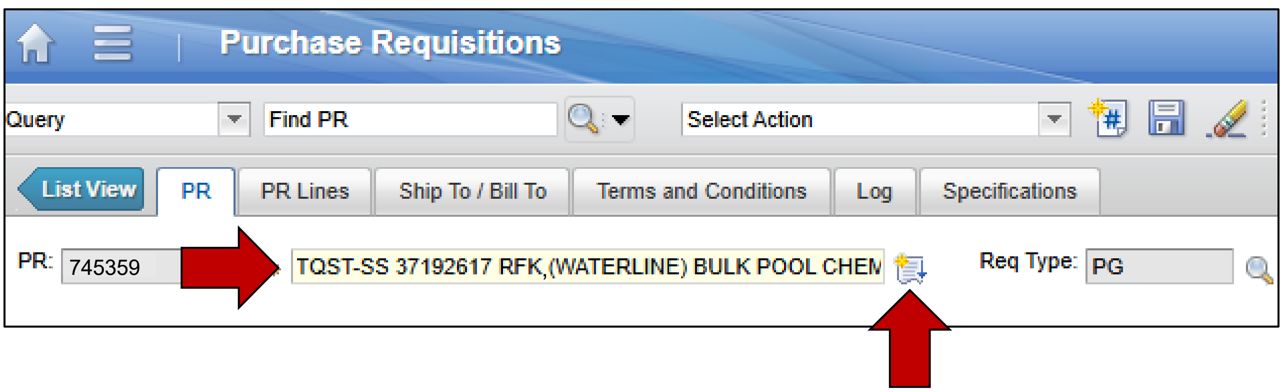
A new **Purchase Requisition** number will auto generate.



In the **Description** field, use the following naming convention: 2 Letter Craft Code (space) Work Order Number (space) School Site (i.e., TQST-SS 37192617 RFK).

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., TQST-SS 37192617 RFK, (WATERLINE) BULK POOL CHEMICALS).

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:

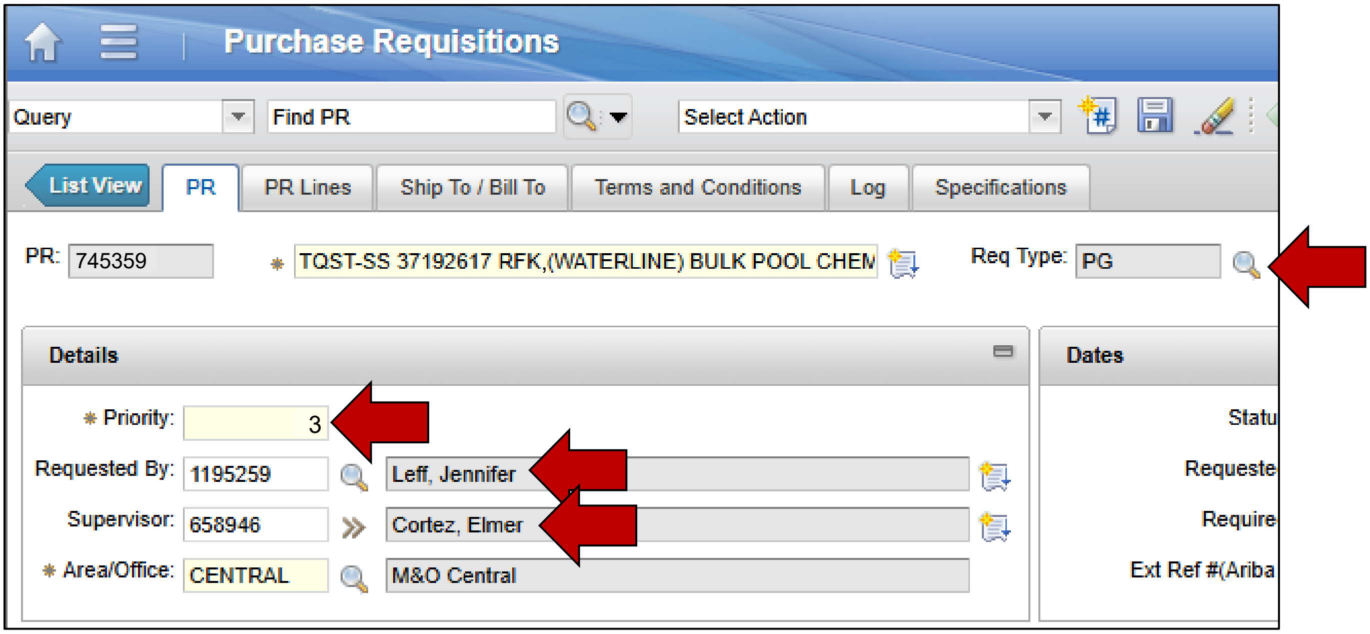
Req Type Type **PG** or click on the **magnifying glass** icon next to the **PO Type** field and select **PG (Annual Contract Purchase)**.

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.

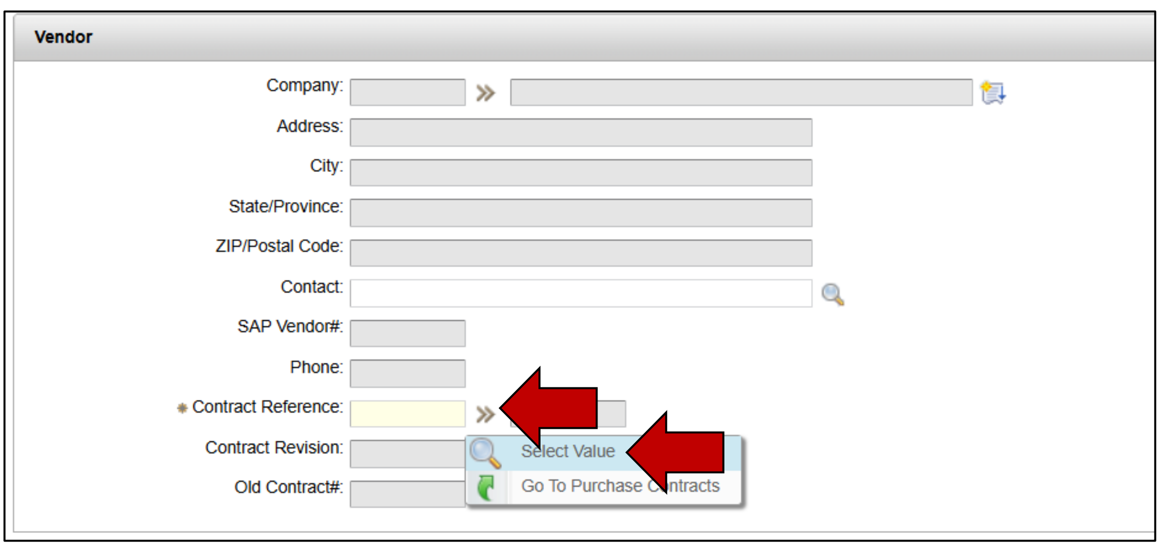
Supervisor Enter the **employee number** of your supervisor or search for it by clicking on the icon and selecting **Select Value**.

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



Contract Reference

Enter the **Contract Reference** (aka Ariba Contract #). To search for the correct **Contract Reference** number, click on the » icon to the right of the **Contract Reference** field and click **Select Value**.



A **Select Value** window will appear with a list of contracts.

Select Value

Filter | 1 - 20 of 175 | Download

Reference Contract	Contract Description	Contract Type	Vendor	Vendor Description	End Date	IFS Contract#
1838	AREA N1- PETTY CASH BLANKET	BLANKET	154096A	Area N1 Internal Imprest Account		
C7007	(CW29958) 2480014-4400012093 Aquatec Construction, Inc	BLNKPURCH	1000024690	AQUATEC CONSTRUCTION INC	12/1/25	
C9326	(CW44497) Crane Services	BLNKPURCH	1000013443	The Crane Guys, LLC	6/15/28	
C3912	(4400013370) PS MO TOPO 2480050 R24045 SYNTHETIC TURF	BLNKPURCH	1000028291	Valley Precision Grading, Inc.	9/1/27	4400013370
C7565	(CW32119) Johnson Controls Inc.-January 2025-IFB 2000003820-Inspection and Service of York Chillers-	BLNKPURCH	109666	JOHNSON CONTROL INC	1/28/28	
C8505	(CW37438) 2580010 C8505 Suttles Plumbing and Mechanical Corp	BLNKPURCH	1000003485	SUTTLES PLUMBING & MECHANICAL CORPORATION	4/1/28	
C8503	(CW37433) 2580008 C8503 Suttles Plumbing and Mechanical Corporation Bond Funded	BLNKPURCH	1000003485	SUTTLES PLUMBING & MECHANICAL CORPORATION	4/1/28	
C8502	(CW37430) 2580007-C8502 Immediate Fire Protection, Inc. (Bond Funded)	BLNKPURCH	1000022037	IMMEDIATE FIRE PROTECTION INC	4/1/28	
C8504	(CW37435) 2580009-C8504 Immediate Fire Protection, Inc. (General Funds)	BLNKPURCH	1000022037	IMMEDIATE FIRE PROTECTION INC	4/1/28	
C2592	(4400012481) B2C MO TOPO 2480046 Elevator Central $1M	BLNKPURCH	1000026461	Total Access Elevator	3/1/27	
C7725	(CW33409) PSF MO TO 25012 ROOF WATERPROOF DISTRICTWIDE Chapman Coast Roof	BLNKPURCH	1000028126	Chapman Coast Roof Co., Inc.	2/29/28	
C7724	(CW33401) PSF MO TO 25012 ROOF WATERPROOF DISTRICTWIDE Best Contracting Inc	BLNKPURCH	117520	BEST CONTRACTING SERVICES INC.	2/29/28	
C7735	(CW33496) PSF MO TO 25012 ROOF WATERPROOF DISTRICTWIDE Best Contracting	BLNKPURCH	117520	BEST CONTRACTING SERVICES INC.	2/29/28	
C7726	(CW33413) PSF MO TO 25012 ROOF WATERPROOF DISTRICTWIDE Danny Letner Inc	BLNKPURCH	110742	LETNER ROOFING CO ST	2/29/28	
C7736	(CW33499) PSF MO TO 25012 ROOF WATERPROOF DISTRICTWIDE - Chapman Coast	BLNKPURCH	1000028126	Chapman Coast Roof Co., Inc.	2/29/28	
C7737	(CW33502) PSF MO TO 25012 ROOF WATERPROOF DISTRICTWIDE Danny Letner	BLNKPURCH	110742	LETNER ROOFING CO ST	2/29/28	
C9278	(CW43934) W. W. Grainger	BLNKPURCH	1000001811	WW GRAINGER, INC.	5/15/27	
C536	(4400011104) Portable AC Heat Pumps-35 Tons	BLNKPURCH	1000022260	RESOURCEPROS UNLIMITED LLC	3/1/26	4400011104
C762	(4400012976) HEATING AND AIR CONDITIONING FILTERS	BLNKPURCH	1000011547	AMERICAN AIR FILTER COMPANY, INC. AAF INTERNATIONA	6/18/27	4400012976
C2292	(4400010119) B2C PS MO TO 2290030 R21023 ASB LEAD MHM	BLNKPURCH	157660	ACC ENVIRONMENT CONSULTANTS	3/1/26	4400010119

Cancel

You may search for the **Contract Reference** number by any of the fields on the top. We recommend that you search by the name of the vendor under **Descriptions** (e.g. WATERLINE), click enter when ready. To select the value, click on the contract number.

Select Value

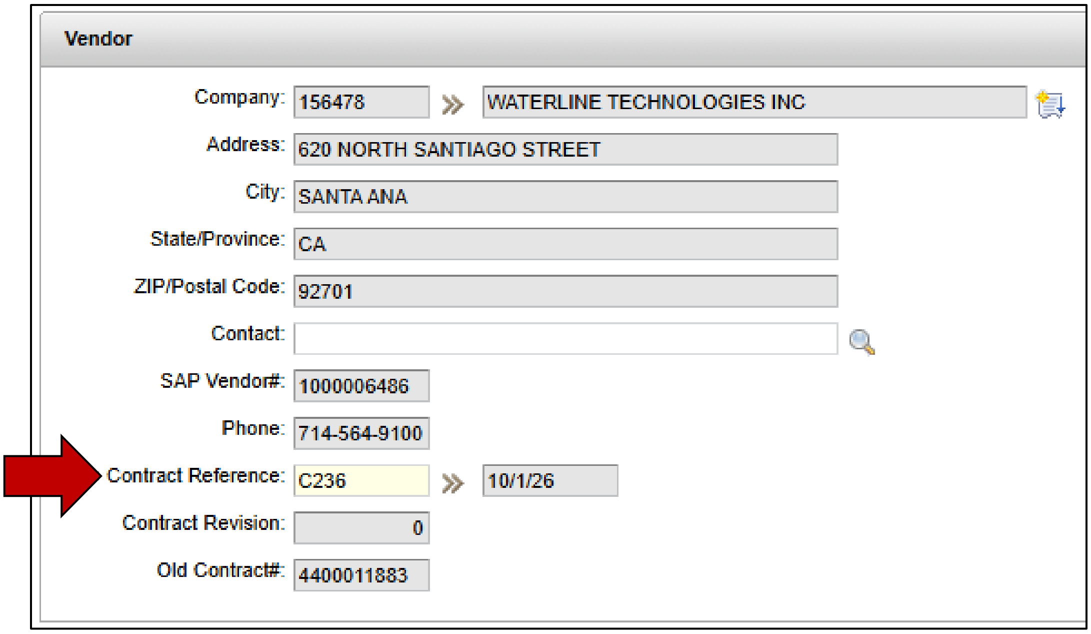
Filter | 1 - 2 of 2 | Download

Reference Contract	Contract Description	Contract Type	Vendor	Vendor Description	End Date	IFS Contract#
				WATERLINE		
C236	00011883) Bulk Chemicals for Swimming Pools	BLNKPURCH	156478	WATERLINE TECHNOLOGIES INC	10/1/26	4400011883
C1084	(4400011909) Swimming Pool Maintenance Supplies 13	BLNKPURCH	156478	WATERLINE TECHNOLOGIES INC	10/1/26	4400011909

Cancel

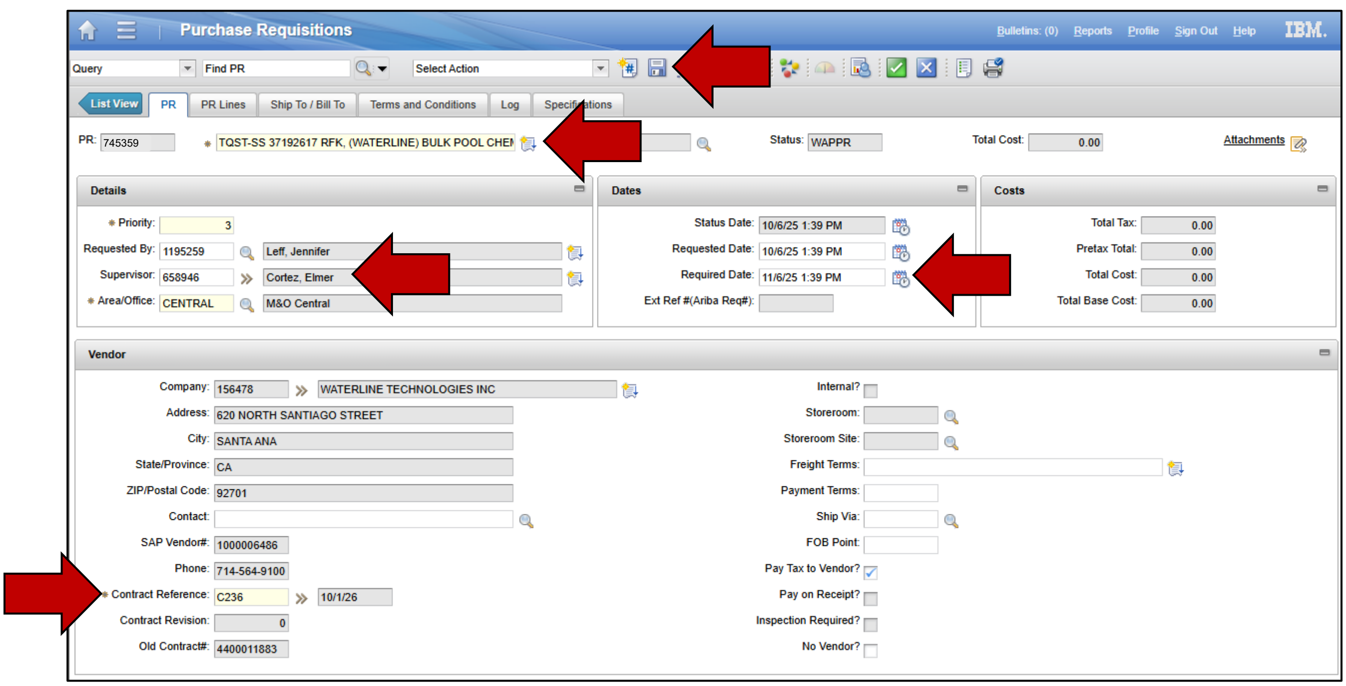
.

After you selected a **Contract Reference** number, the value will be brought over to your PR; in addition, the company information will be populated.



To save, click on the floppy disk .

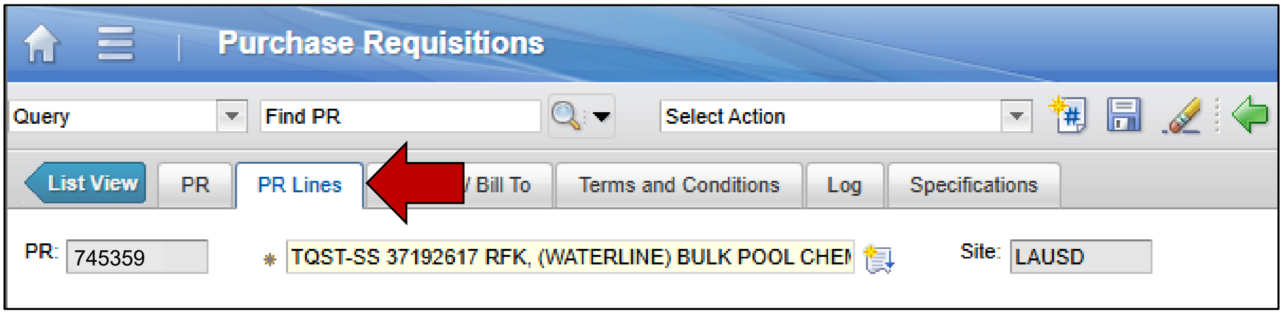
Sample screenshot



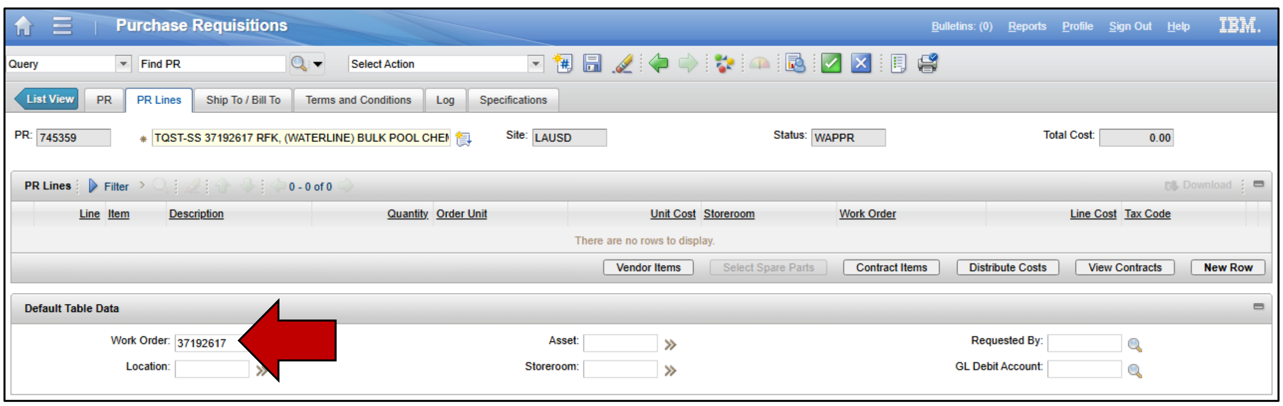
To save, click on the floppy disk .

2. CREATE PR LINE ITEMS

Click on the **PR Lines** tab

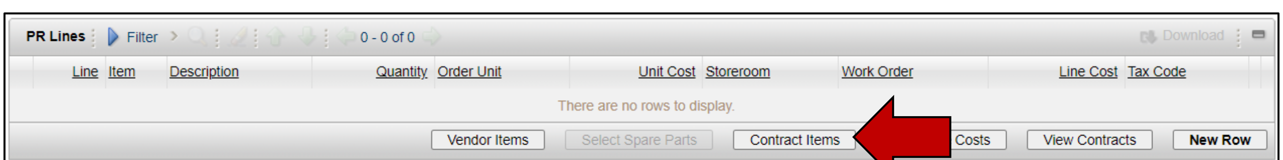


Prior to creating the PR Lines, under the **Default Table Data** section, you have an option to pre-fill the **Work Order** number. If pre-filled, all new rows will auto-populate with the Work Order number.

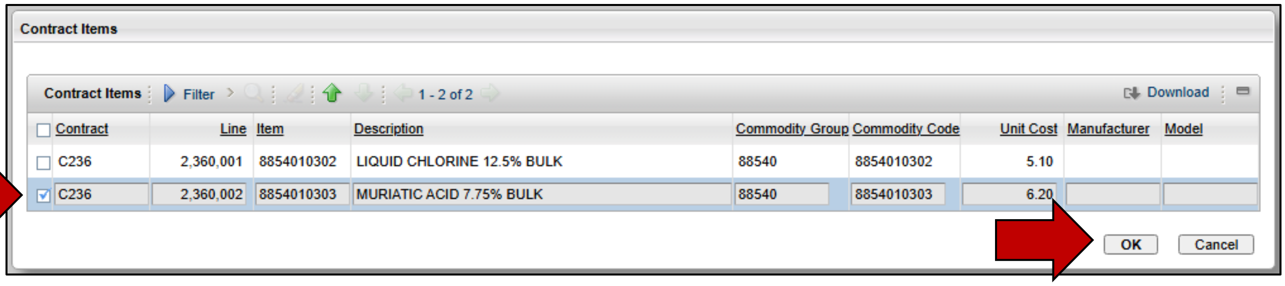


There are two ways to add lines to your PR.

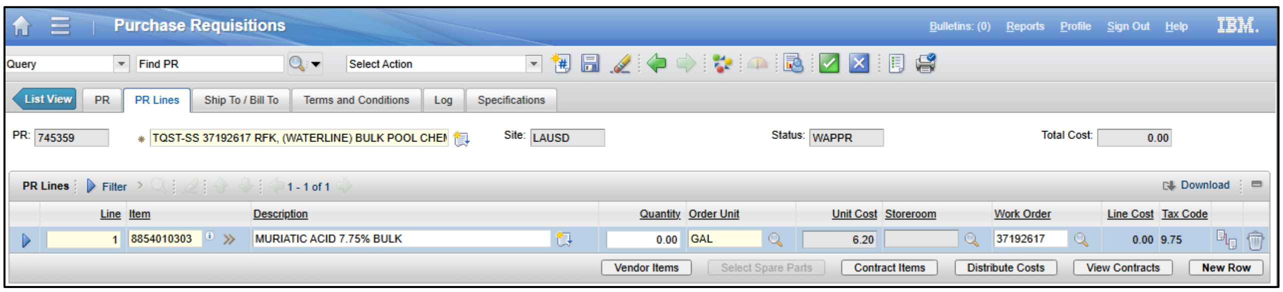
OPTION 1: **Contract Items** button. If you click on the **Contract Items** button, a new window will appear with a value list of all items in the contract.



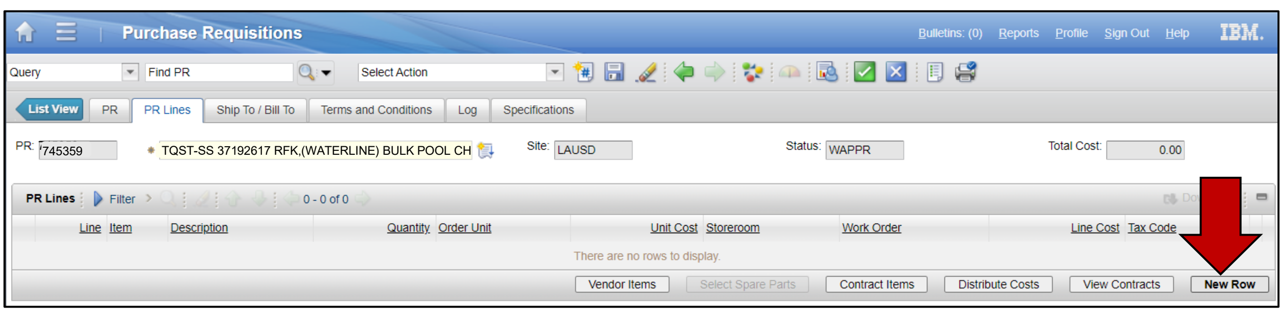
Check the Item numbers checkboxes you wish to bring over as **PR Lines**. Click on the **OK** button when done.



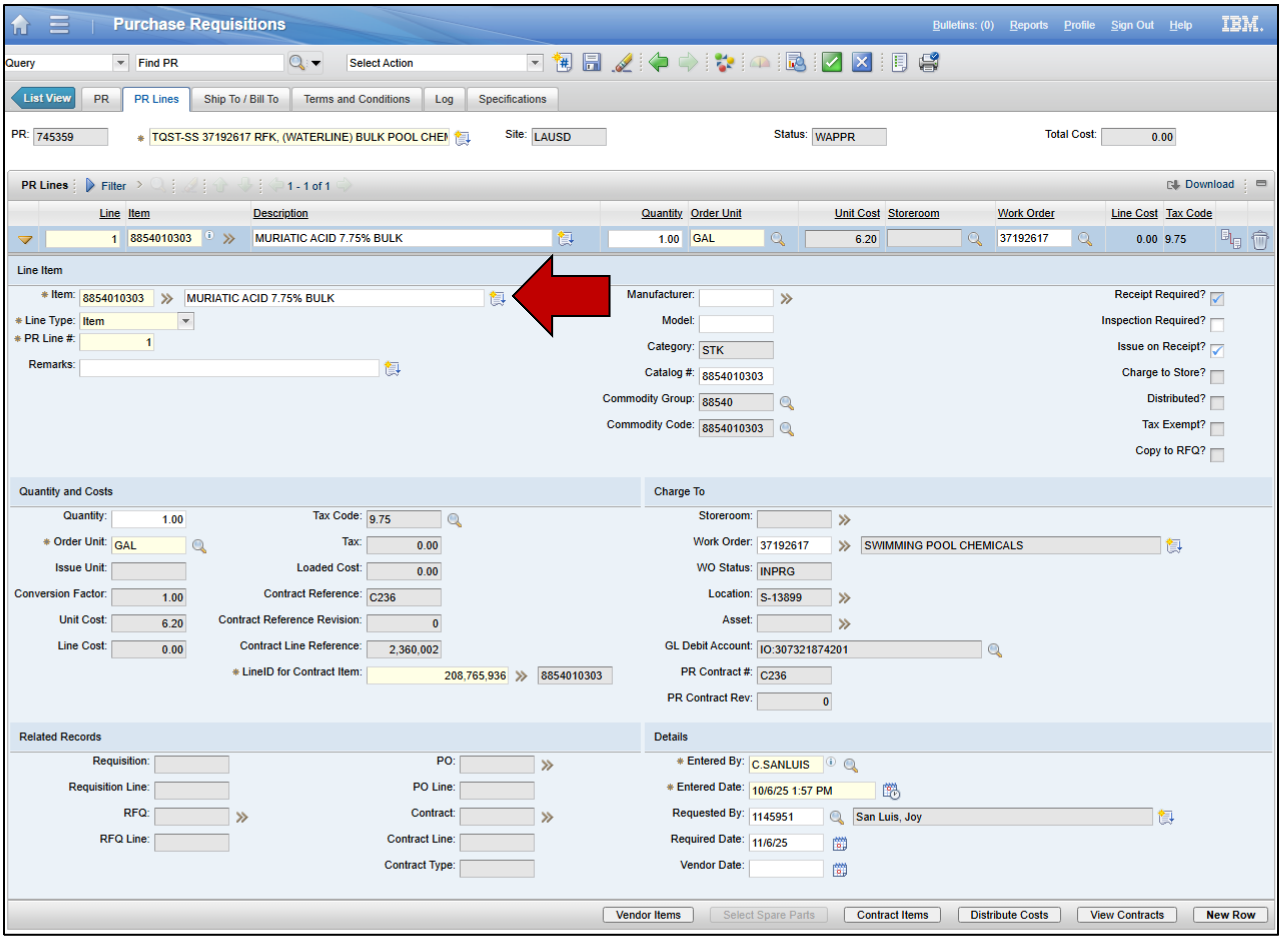
A new row will be created for each Item number you selected. Here you can modify the **Description, Quantity, Order Unit, and Unit Cost** (if applicable) to match the contract.



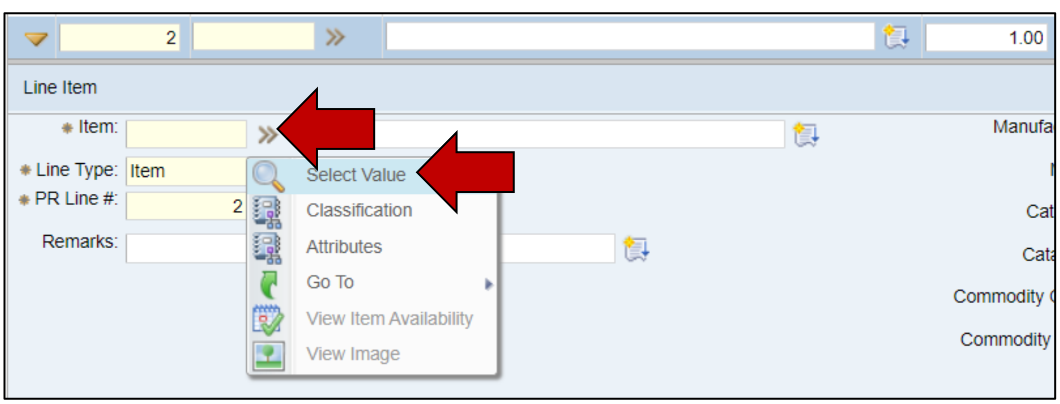
OPTION 2: **New Row** button. If you click on the **New Row** button, a new row will be created.



Enter the **Commodity Code** number that is part of the Annual Contract in the **Item** field. Overtype the defaulted description to better describe the item. You may also use the long description, Manufacturer, and Model field(s) (if applicable) to better describe the item.

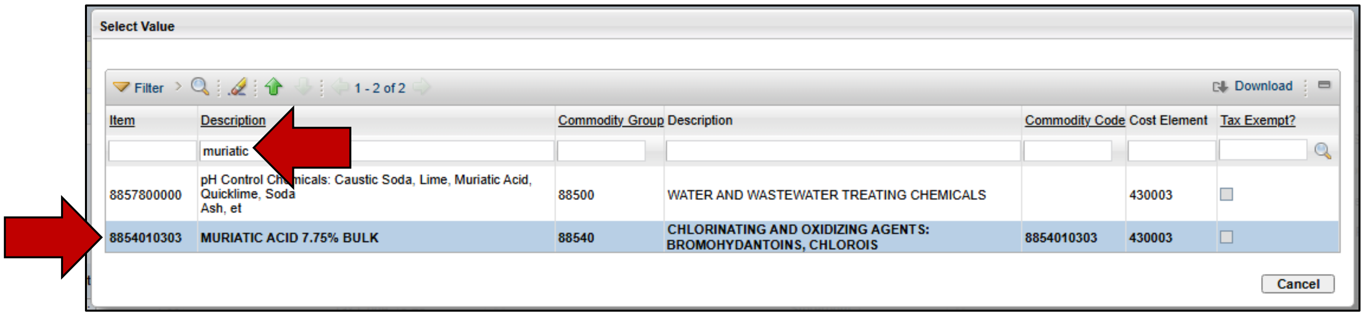


If you do not know the **Commodity Code** number, you may search for it by clicking on the  icon to the right of the Item field and click on **Select Value**.

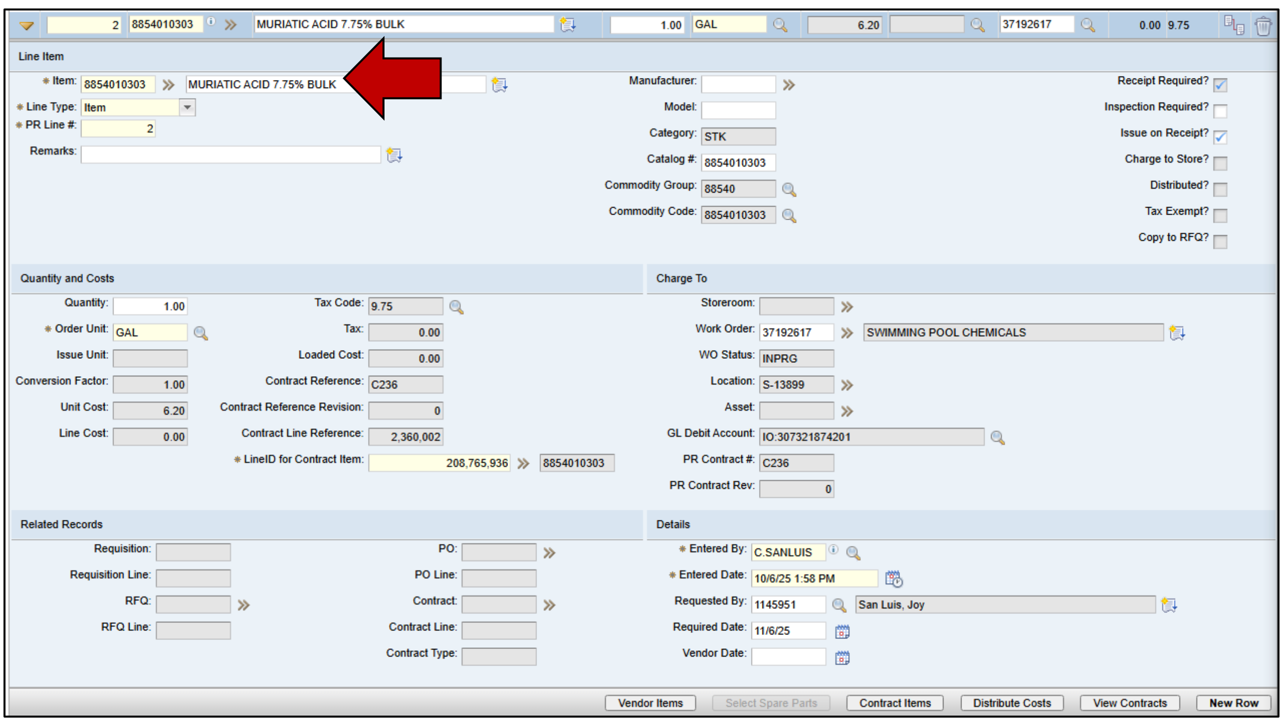


A new window will appear with a list of Items in Maximo. In this window, you may search for your item by the **Description** column. To select an Item number, click on the **Item Number** or the **Description**.

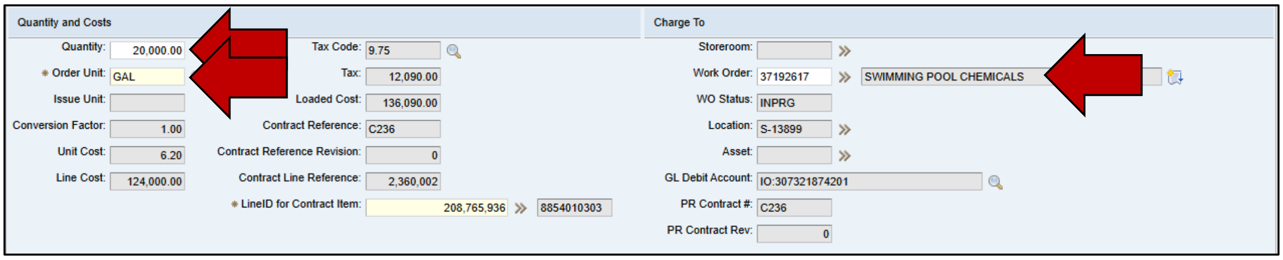
NOTE: The item number you select must have a **Commodity Group** in order for the PO to be created in Ariba.



After you click on the **Item Number** or the **Description**, the Item Number will be returned into the **Item** field. Overtype the defaulted description to better describe the item. You may also use the long description, Manufacturer, and Model field to better describe the item.



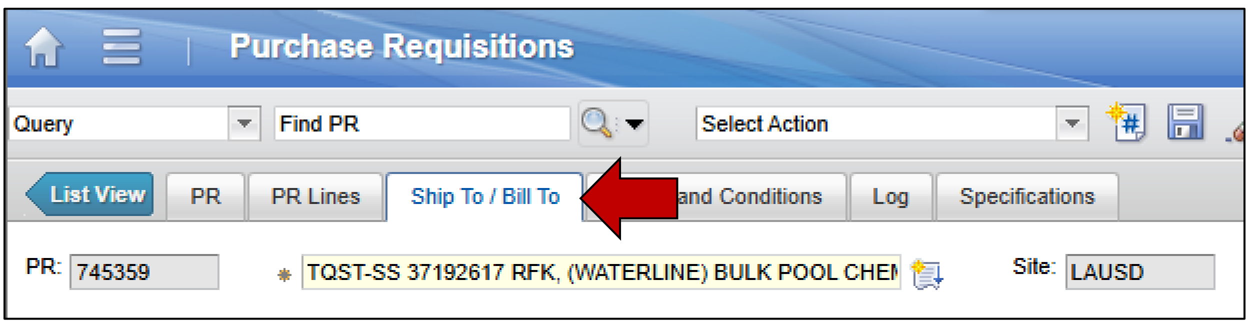
Update the **Quantity, Order Unit, Unit Cost, and Work Order** number if necessary.



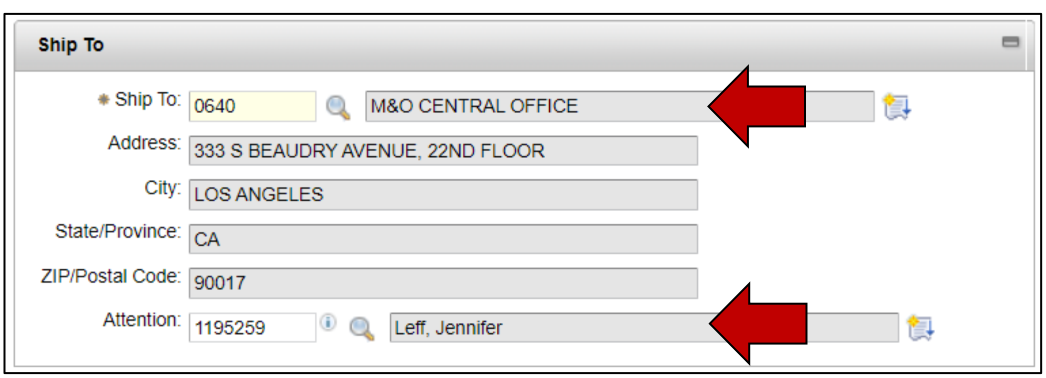
Click on the floppy disk icon to save. If you have additional lines, click on the **New Row** button and repeat steps.

3. ENTER SHIP TO/BILL TO INFORMATION

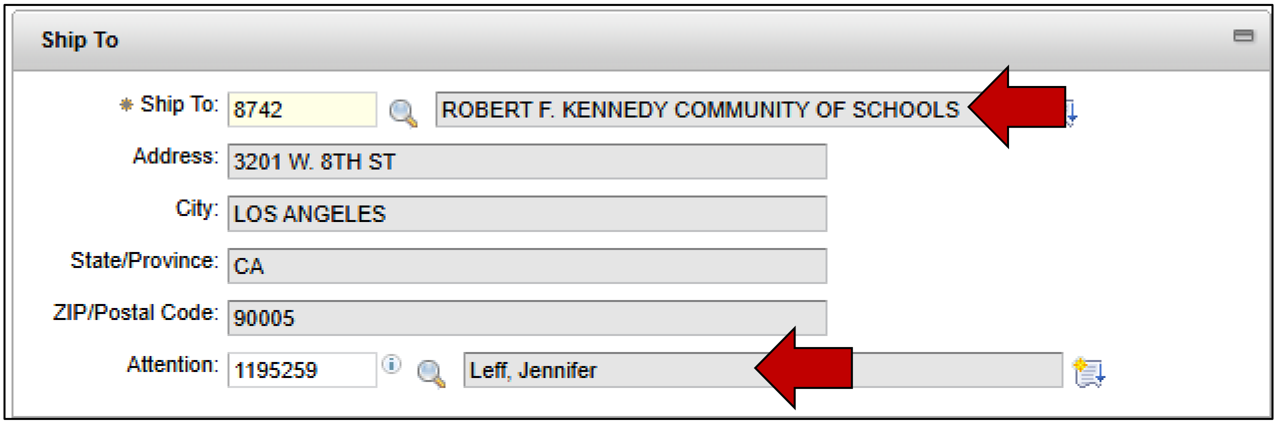
Click on the **Ship To/Bill To** tab.



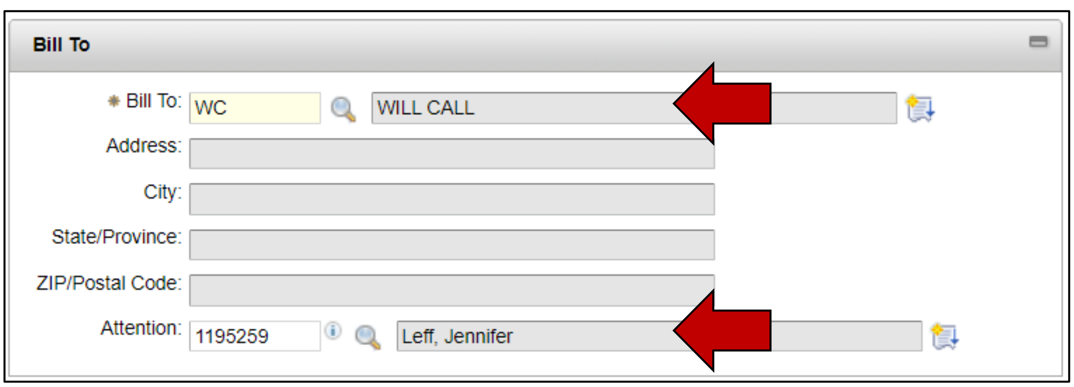
- <u>**Ship To**</u> **a M&O Area**:
  - Select / enter your M&O Area's section code in the **Ship To** field. Enter the requestor's employee number in the **Attention** field.



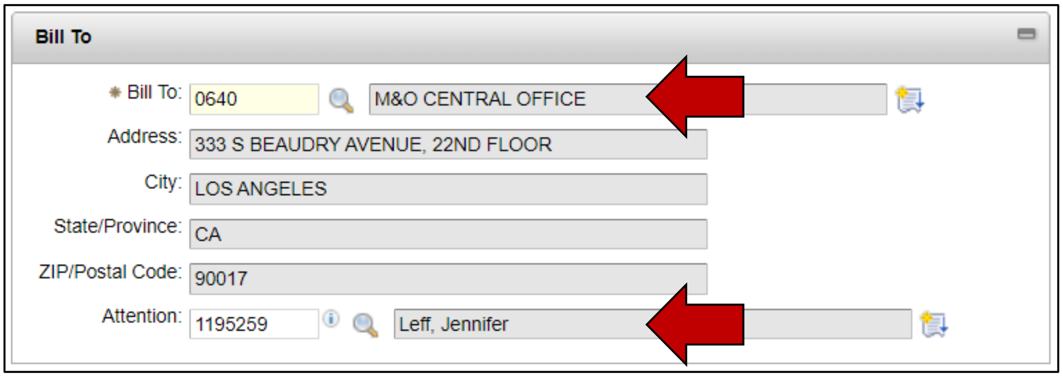
- **Ship To a School**:
  - Select / enter the school's section code in the **Ship To** field.



- **Ship To - Will Call:**
  - Enter WC in the **Ship To** field
  - **Requirements for Will Call:**
    - Will Call can be used for emergencies only
    - Only an AFSD can approve a Will Call requisition
    - The person who picks up the material must print their name and sign the packing / pick-up slip They must also take a picture of the material using a District issued device
    - Material must be installed / used within 48 hours +/- after it is picked up and a photo must be taken of the installed material and attached to the work order



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

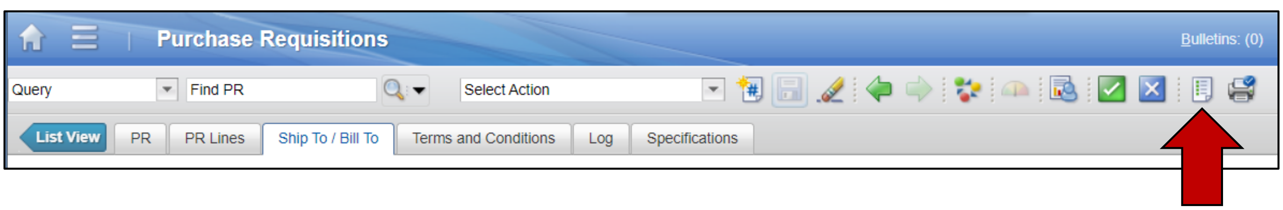


- **Issues:**
  - If the section is missing or has incorrect information, please contact the Maximo group

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.

Reporting

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Los Angeles Unified School District

Existing Facilities Maintenance & Operations

Purchase Requisition

PR NO.: 745359 **PR Type:** PG **PR Issue Date:** 10/06/25 01:39 PM

Requested Delivery Date: 11/6/25 **Payment Terms:**
Freight Terms:

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

Contract: C236 **Exp Date:** 10/1/26 **Remaining Capacity:** $1,181,734.00

TQST-SS 37192617 RFK, (WATERLINE) BULK POOL CHEMICALS

Vendor:	Ship To:	Bill To / Invoice To:
SAP Vendor: 1000006486 **Maximo Vendor:** 156478 **Name:** WATERLINE TECHNOLOGIES INC **Address:** 620 NORTH SANTIAGO STREET SANTA ANA, CA, 92701 **Phone:** 714-564-9100 **FAX:** 714-564-9700 **Attention:**	**Name:** ROBERT F. KENNEDY COMMUNITY OF SCHOOLS **Address:** 3201 W. 8TH ST LOS ANGELES, CA, 90005 **Phone:** **FAX** **Attention:** Leff, Jennifer	**INVOICES@LAUSD.NET** **cc: jennifer.leff@lausd.net**

#	School Name	GL Account / Work Order #
001	CENTRAL LA LEA (INA)	IO:307321874201 OTM 37192617

#	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
2	20000	GAL	8854010303 88540	001	IO:307321874201 CENTRAL LA LEA (INA)	MURIATIC ACID 7.75% BULK, 8854010303		6.20	12,090.00 9.75%	124,000.00	136,090.00

Cost Center: 0001874201 **Cost Element:** 430003 **Fund:** **Functional Area:**

Total Line Cost (before tax):	**$124,000.00**
Total Tax:	**$12,090.00**
Total Shipping & Handling:	**$0.00**
PR Total Cost:	**$136,090.00**

P.R. Approvals:	Print Name	Signature	Title	Date
Requestor:	Leff, Jennifer		ADMINISTRATIVE ANALYST	10/6/25
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

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+

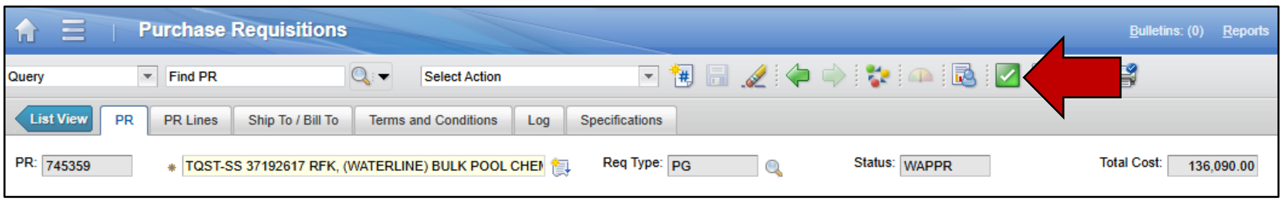
Submit the signed **Purchase Requisition** report to **Clerical** for processing.

5. CREATE PURCHASE ORDER

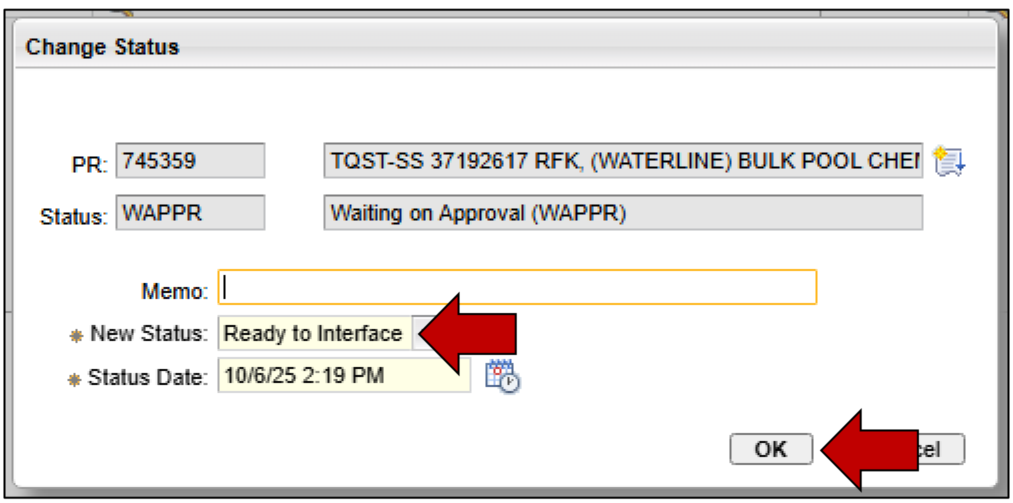
The Clerical department performs this function.

Review the **Purchase Requisition** report that was submitted to you by the Requestor. Sign on the **P.O. Line** on 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.

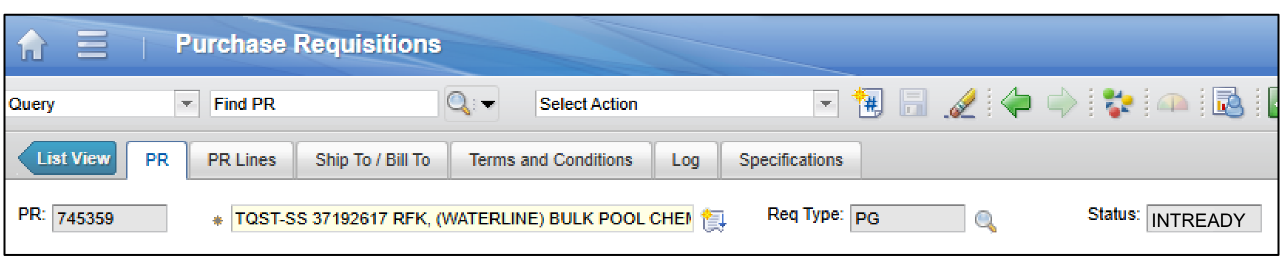
On the **Purchase Requisition** record, change the status to **Ready to Interface (INTREADY).** Click on the icon located in the top tool bar.



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. 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.

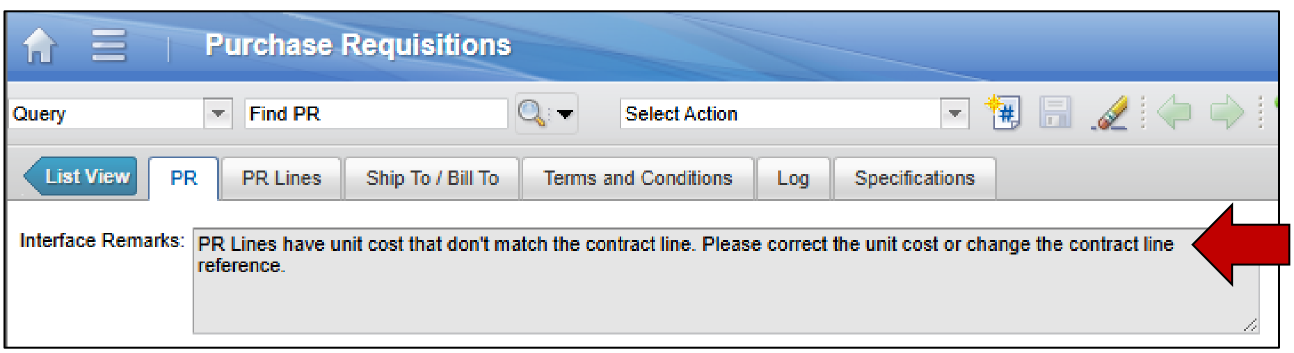
Interface in Session (INTSESSION) – The PR is changed to the **INTSESSION** status when it is in the process of interfacing with Ariba. When the PR is in the **INTSESSION** status, you cannot make any changes to the PR.

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

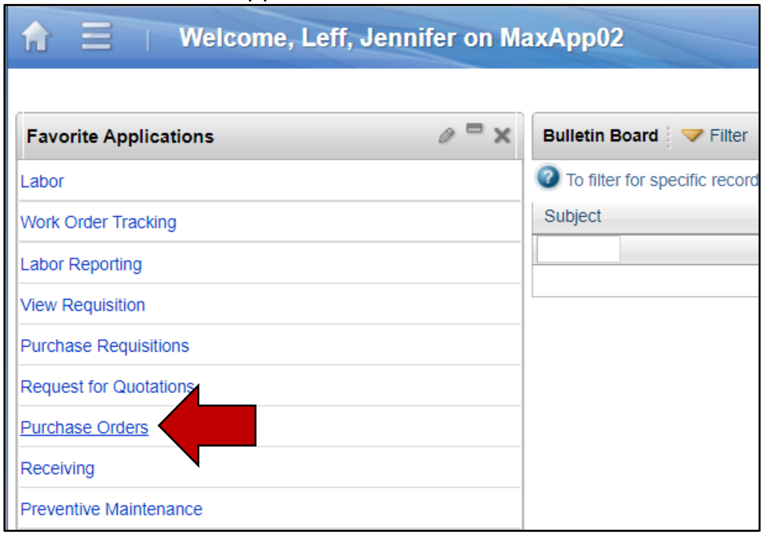


CLOSE – The PR completed its interface and the Purchase Order number was successful.

The **Requested By** employee and **Clerical** staff who changed the status of the PR to **Ready to Interface (INTREADY)** will receive an email should the interface Rejects or was Successful. If the **Purchase Order number** was created successfully, the **PO number** will appear on the email.

6. PRINT PURCHASE ORDER REPORT

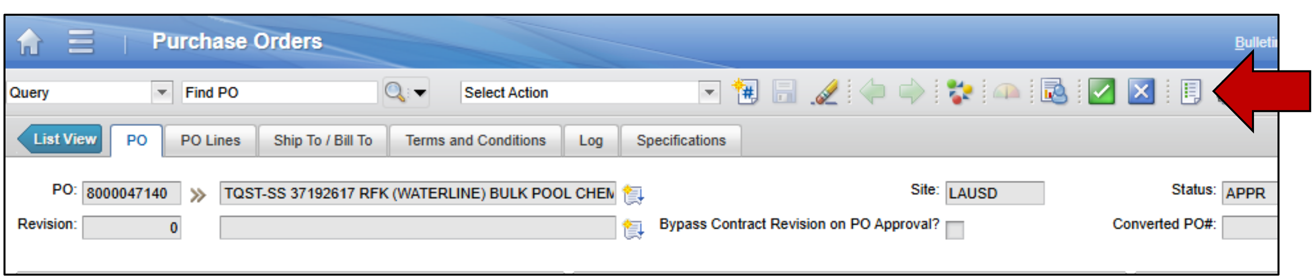
Under the Favorite Applications section, click on the **Purchase Order** application.



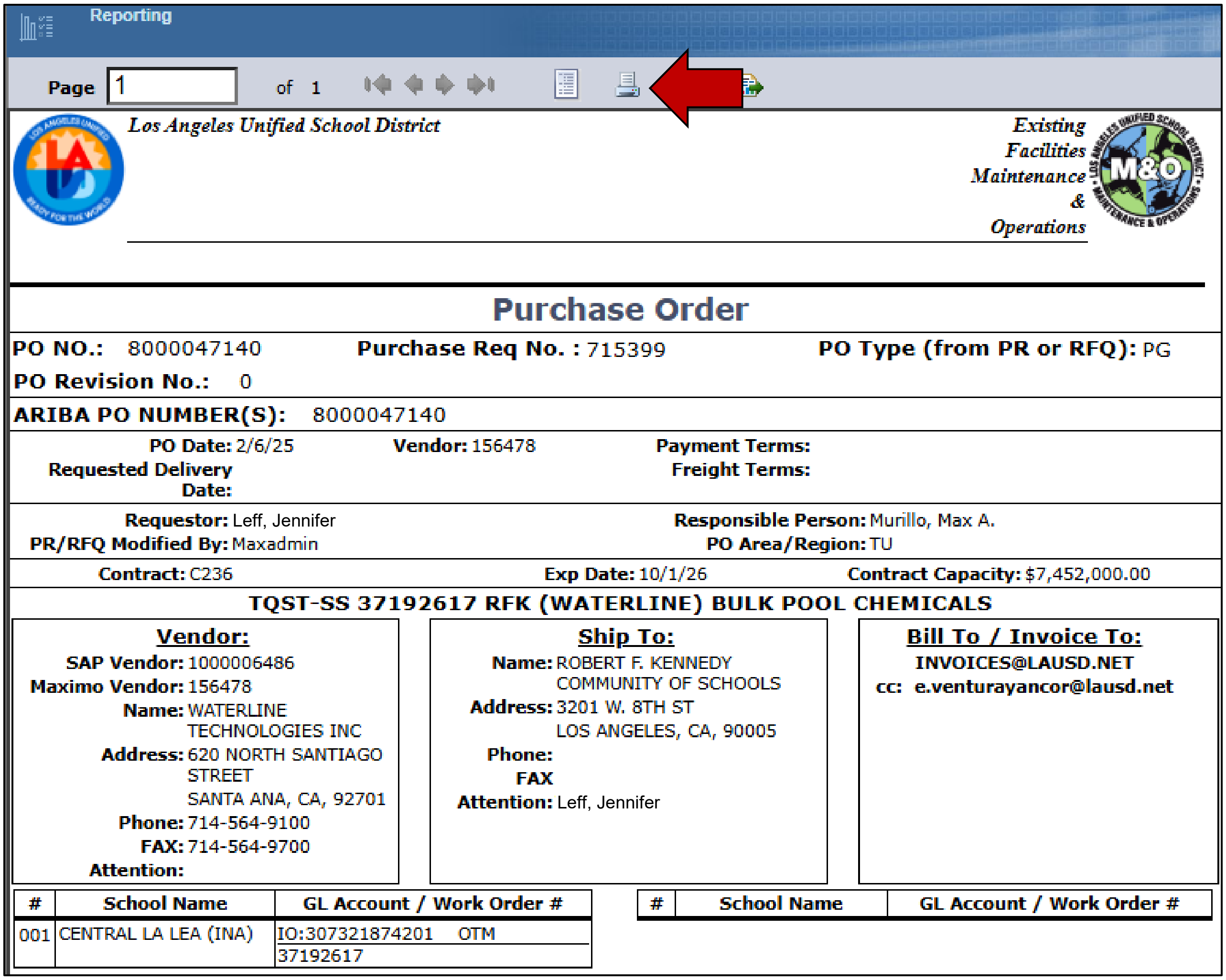
PURCHASE ORDERS HOME

You will be taken to the **Purchase Order** 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 Orders 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

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Los Angeles Unified School District

Existing Facilities Maintenance & Operations

Purchase Order

PO NO.: 8000047140 **Purchase Req No. :** 715399 **PO Type (from PR or RFQ):** PG

PO Revision No.: 0

ARIBA PO NUMBER(S): 8000047140

PO Date: 2/6/25 **Vendor:** 156478 **Payment Terms:**

Requested Delivery Date: **Freight Terms:**

Requestor: Leff, Jennifer **Responsible Person:** Murillo, Max A.

PR/RFQ Modified By: Maxadmin **PO Area/Region:** TU

Contract: C236 **Exp Date:** 10/1/26 **Contract Capacity:** $7,452,000.00

TQST-SS 37192617 RFK (WATERLINE) BULK POOL CHEMICALS

Vendor:
SAP Vendor: 1000006486
Maximo Vendor: 156478
Name: WATERLINE TECHNOLOGIES INC
Address: 620 NORTH SANTIAGO STREET SANTA ANA, CA, 92701
Phone: 714-564-9100
FAX: 714-564-9700
Attention:

Ship To:
Name: ROBERT F. KENNEDY COMMUNITY OF SCHOOLS
Address: 3201 W. 8TH ST LOS ANGELES, CA, 90005
Phone:
FAX
Attention: Leff, Jennifer

Bill To / Invoice To:
INVOICES@LAUSD.NET
cc: e.venturayancor@lausd.net

#	School Name	GL Account / Work Order #
001	CENTRAL LA LEA (INA)	IO:307321874201 OTM 37192617

#	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.

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

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7. OPTIONAL: MODIFY PURCHASE ORDER

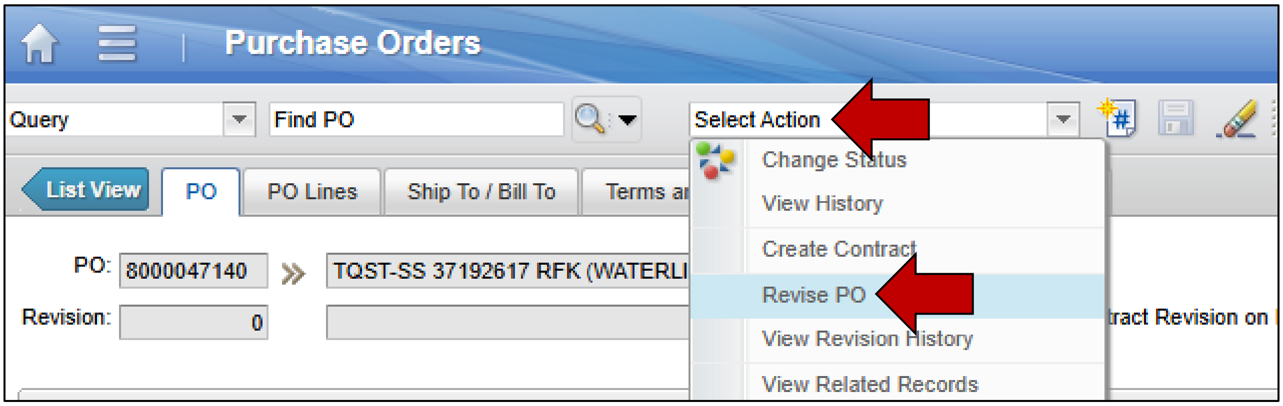
The requestor performs this function.

Modifications are **<u>ONLY</u>** available for the **Description, Quantity, and Unit Cost** (if applicable) 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**.

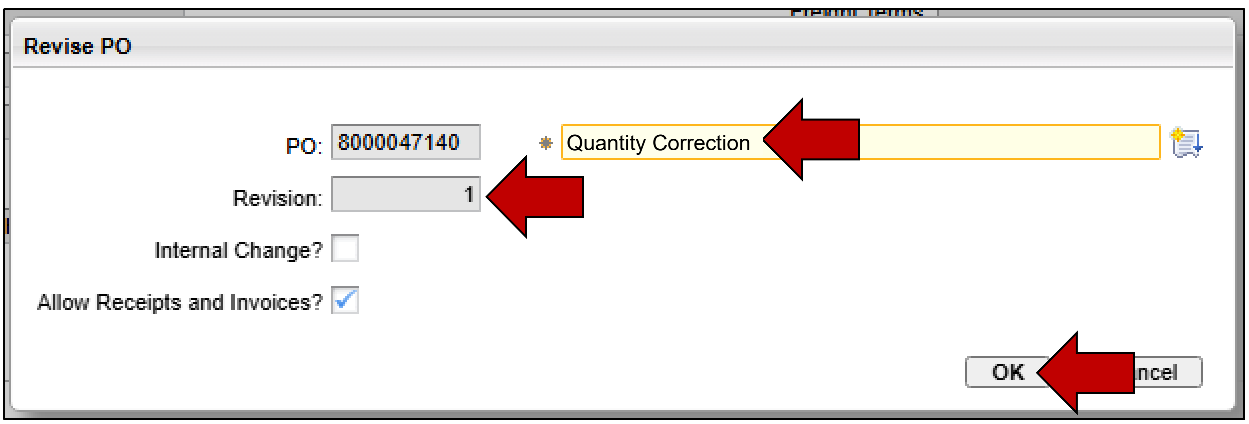
Note: Return or void any goods receipts entered, prior to beginning a modification.

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

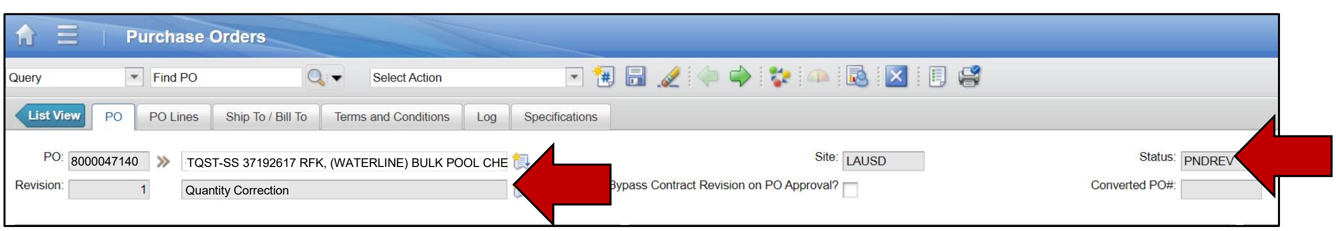
On the **PO record**, click on the **Select Action** dropdown and select **Revise PO**.



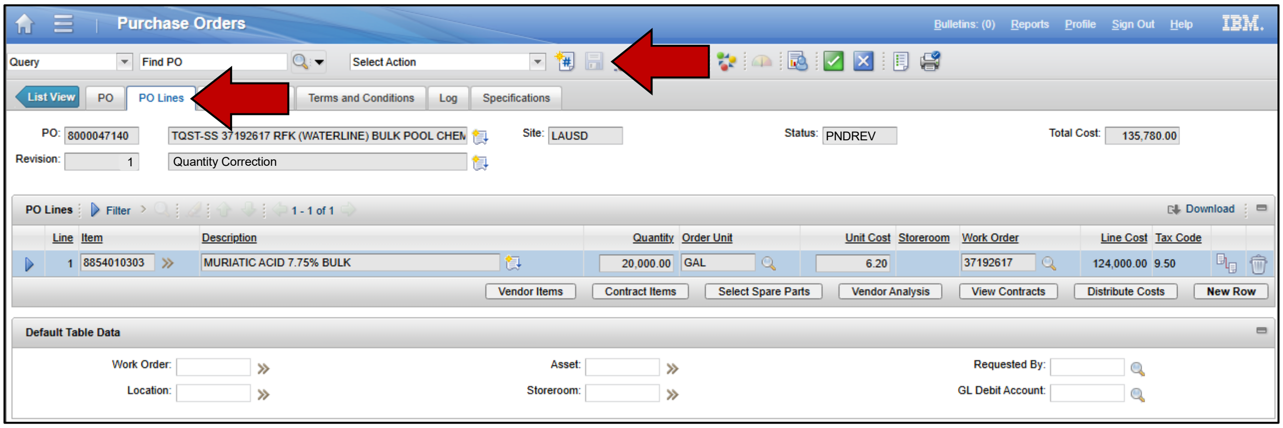
A **Revise PO** window will appear. To the right of the PO number, type in your justification for the modification. You will also notice that the Revision number is now 1. Click **OK** when done.



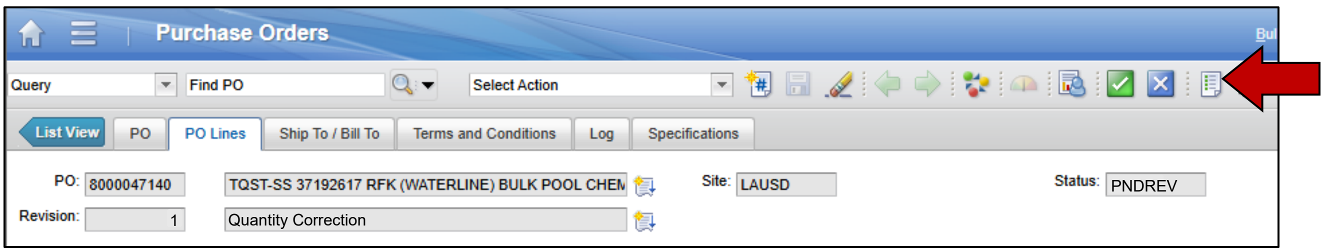
After you click **OK**, you will be taken to your revised **PO record**. Noticed the Revision number is now 1 and the status is **PNDREV (Pending Revision)**.



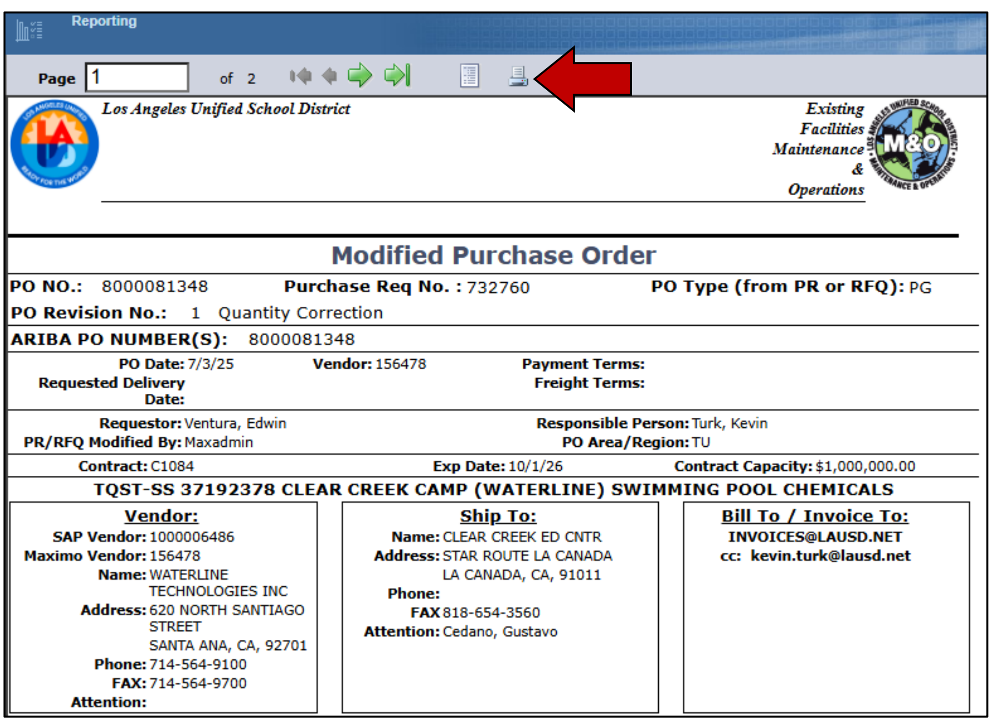
Click on the **PO Lines** tab to make your modifications. Click on the floppy disk icon to save.



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

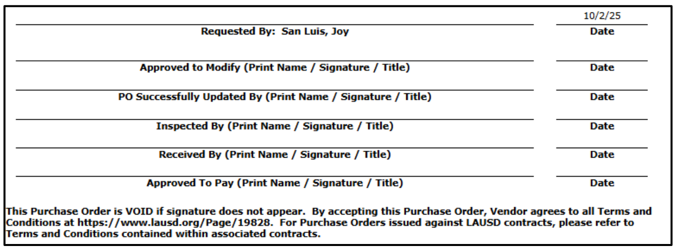


A new **BIRT Report Viewer** window will appear. Review the **Modified Purchase Order** report for accuracy. To print the report, click on the printer icon.



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+


Requested By: San Luis, Joy — 10/2/25 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

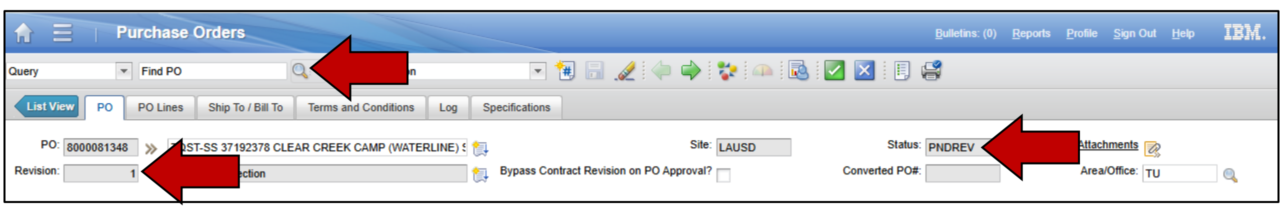
Received By (Print Name / Signature / Title) — Date

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

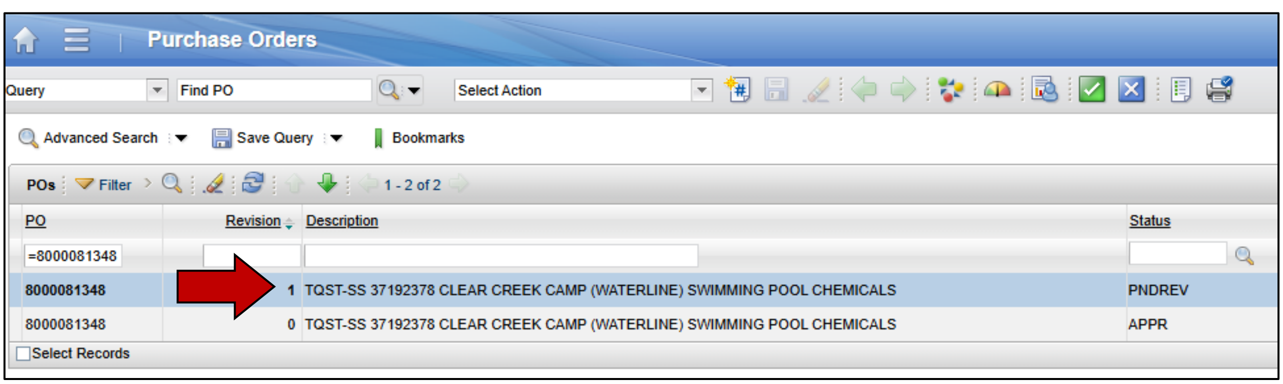
This Purchase Order is VOID if signature does not appear. By accepting this Purchase Order, Vendor agrees to all Terms and Conditions at https://www.lausd.org/Page/19828. For Purchase Orders issued against LAUSD contracts, please refer to Terms and Conditions contained within associated contracts.

The Clerical department performs this function.

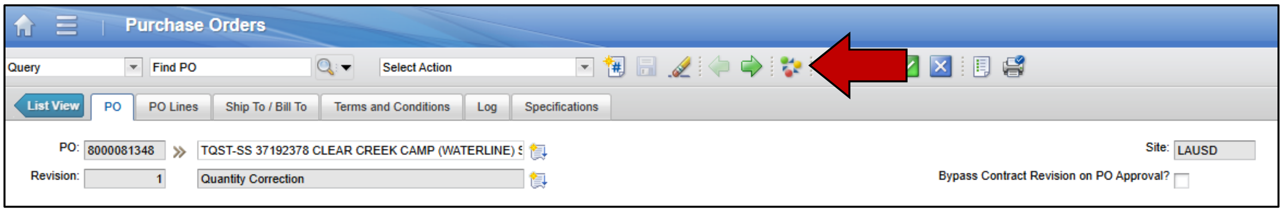
Go to the **Revised PO** record in the **Purchase Order** application. You may search for it by entering the **PO number** in the search field and click on the icon. Make sure you are on the **Revised PO**; the status will also be in **PNDREV**.



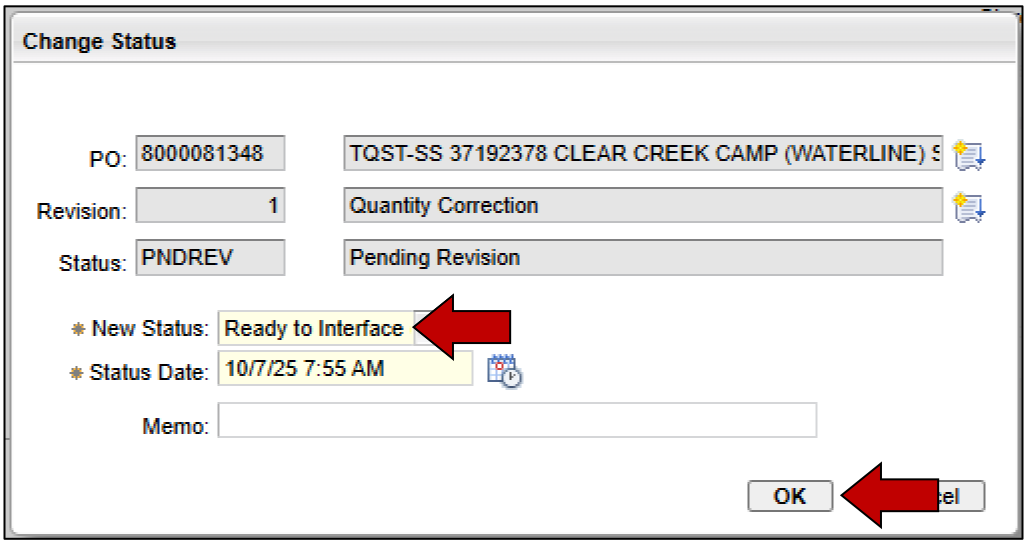
If you are not on your revised PO record, click on the **List** tab. The result set will display both PO revisions. Select the revision that was submitted to you on the Modified PO report.



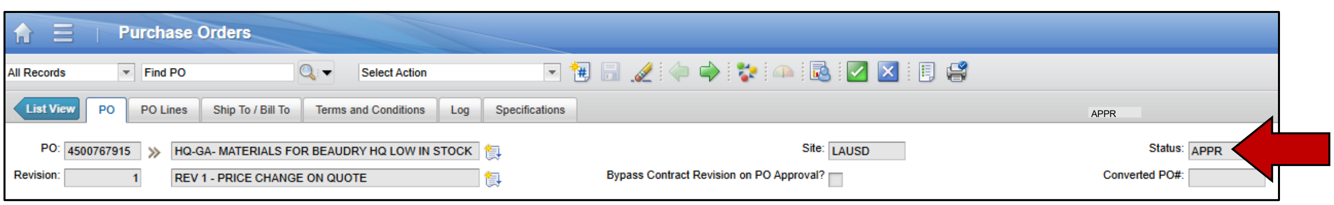
On the **Revised PO**, click on the change status icon and select **INTREADY (Ready to Interface)**.



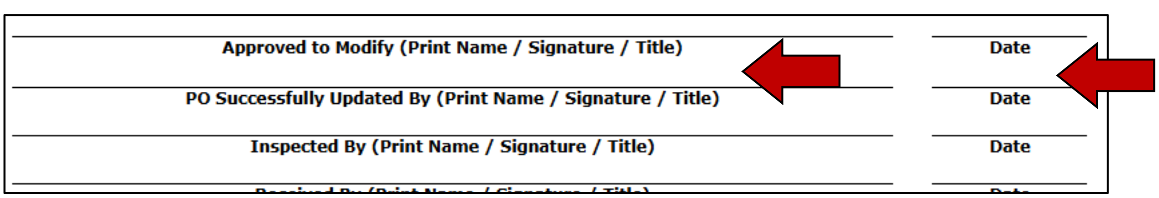
Select **Ready to Interface** on the **New Status** dropdown and hit **OK**.



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 Succsesfully Updated By line, and submit the **Modified PO** report back to the **Requestor**.

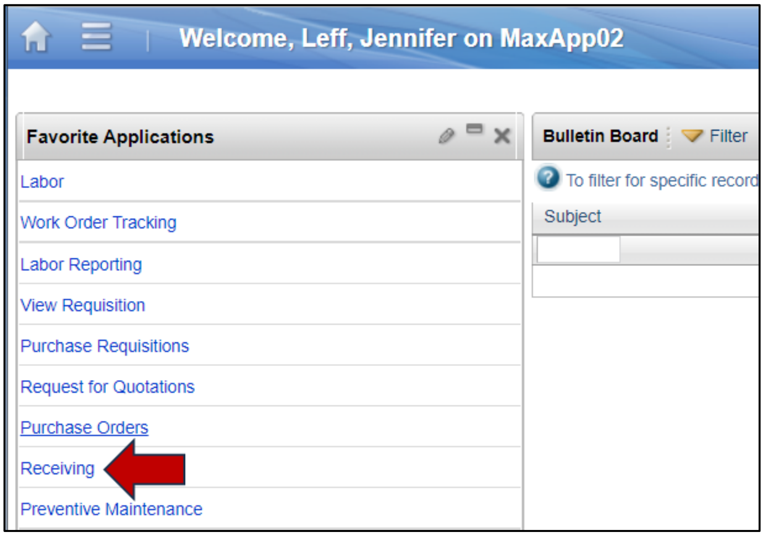


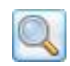
Requestor to submit a copy of the **Modified PO** report to **Vendor**.

8. RECEIVING ORDER

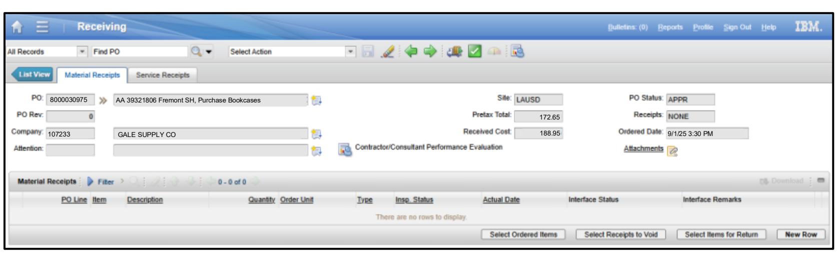
The Receiver performs this function

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.

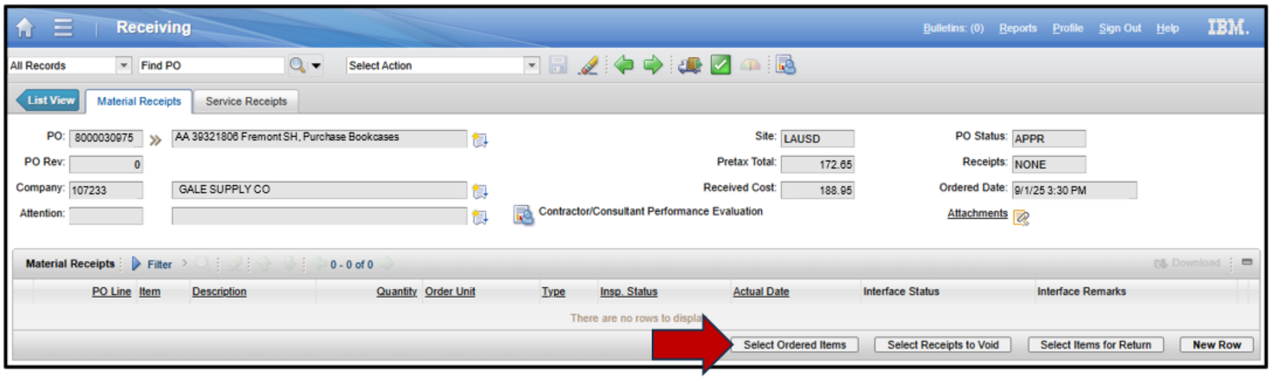


In the **Receiving** application, enter the **PO number** in the **Find** field and click on the  to search for the record.

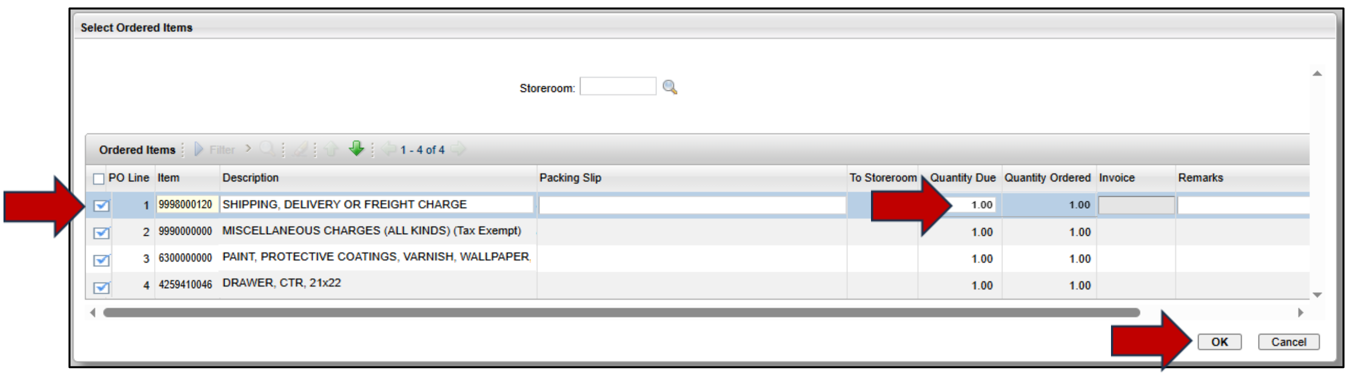
You will then be taken to the **Materials Receipt** tab of the record.



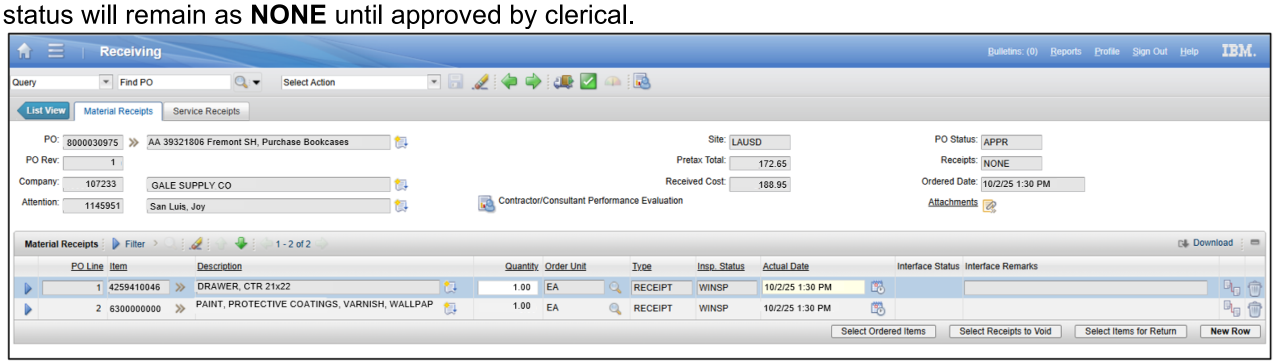
Click on the **Select Ordered Items** button.



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.

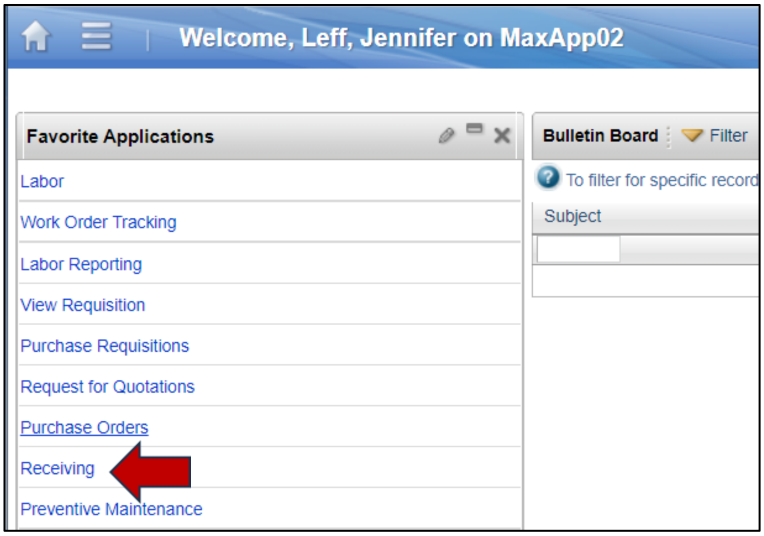
Submit the **PO report, Purchase receipt(s), Packing Slip and Vendor Invoice** to **Clerical** to conduct the PO closure process.

9. APPROVING RECEIVER

The Clerical Department performs this function.

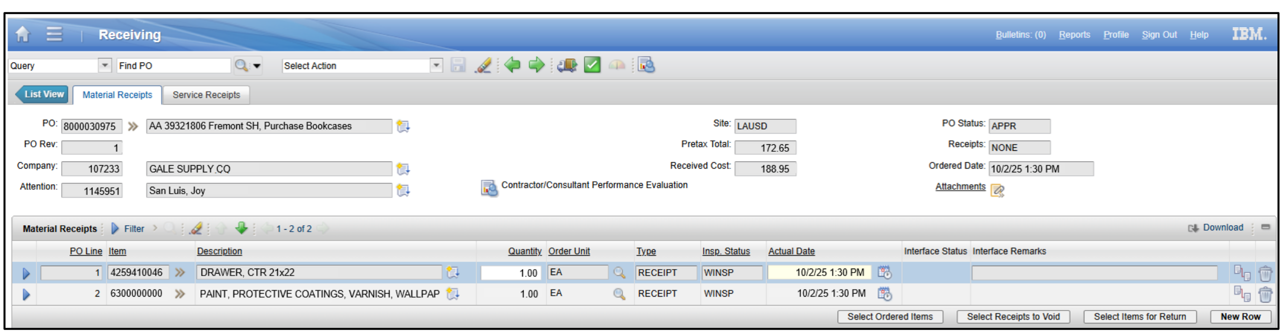
Review and attach the **Approved to Pay PO** packet to the PO. Follow the Document Upload Guide for best practices when uploading.

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**.

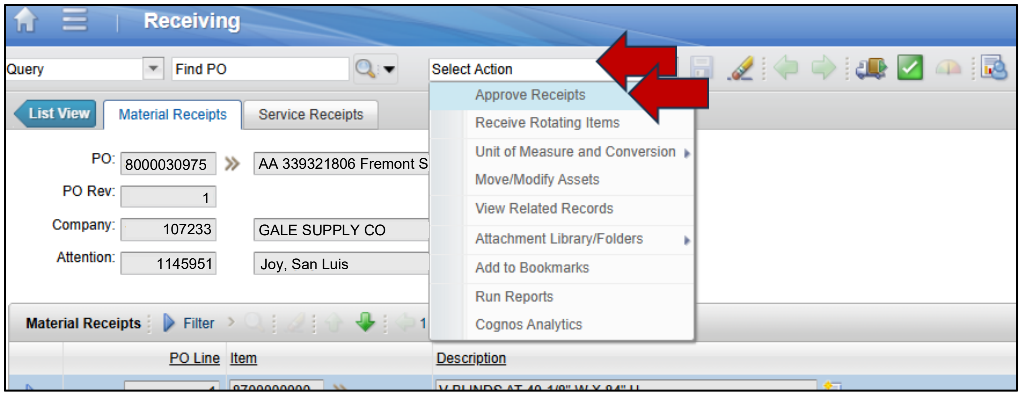


In the **Receiving** application, enter the PO Number in the Find field, then click on the icon, to search for the record.

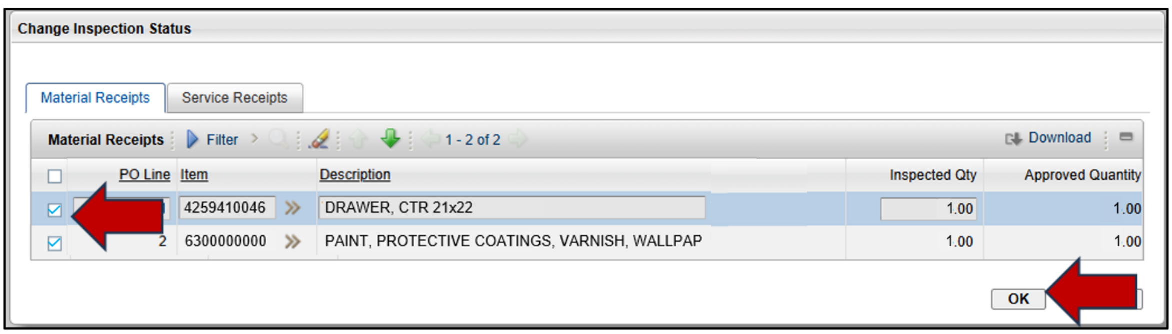
This will take you to the **Materials Receipt** tab of the record. Here, you should see the Received lines with a WINSP **Inspection Status.** With our end goal of paying the invoices, we first need to approve the **Goods Receipts.**



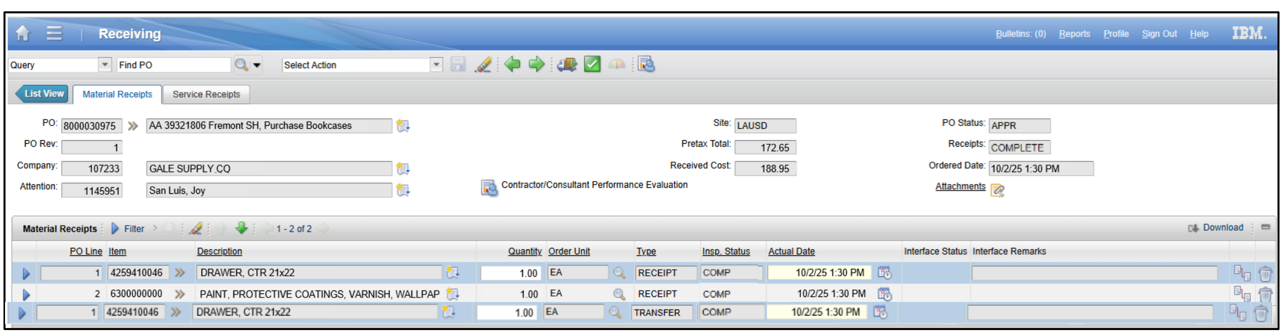
Go to **Select Action, Approve Receipts**.



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**.



Should you have any questions on this guide, please contact the Maximo Team at maximoteam@laschools.org.