



**IDEA Headquarters**  
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**Notice to Vendor**  
**No P.O. No Pay Policy**  
**(No Purchase Order No Payment)**

This letter is to inform our valued suppliers about IDEA Public Schools' Purchasing Policy and Procedures regarding Purchase Orders.

***IDEA Public Schools' Purchasing Policy requires that all orders have a purchase order number before shipment of the product and or before rendering any services. There will be **no** exceptions granted to this policy. Failure to comply will result in a notice of violation and/or payment will not be approved.***

A packing slip is required with each shipment. Supplier packing slips and/or invoices must reference the provided purchase order number in order to receive payment.

Invoices that are received without Purchase Order information **may NOT** be paid by IDEA Public Schools and the invoice will be returned to the vendor/supplier. **Requisition numbers are not valid authorization to purchase or order goods and services.**

The process for obtaining a Purchase Order is as follows:

1. IDEA Public Schools employees who are authorized to order goods and services must first obtain a quote from IDEA approved/awarded vendors
2. The IDEA Public Schools employee enters a Requisition based on the quote
3. The Purchasing Department issues a Purchase Order based on the Quote and Requisition
4. Purchase Order is sent to the vendor/supplier
5. The Vendor/Supplier delivers product(s) or performs services – limited to scope and quantities on the Purchase Order, Contract, or Solicitation Document. Prior approval is required for change orders to scope and quantities. ***Do not deliver or perform above the PO unless you receive an official change order.***
6. Vendor submits Invoice with the Purchase Order number printed on the Invoice to Accounts Payable at [payable@ideapublicschools.org](mailto:payable@ideapublicschools.org).
7. IDEA Public Schools pays the invoice (normal NET 30) if it conforms with the Purchasing Policy and any change orders issued.

All orders must be delivered to the appropriate IDEA Public Schools location on the Purchase Order and not to any other personnel or department. If you have any questions regarding this policy, please contact the Purchasing Department at [purchasing@ideapublicschools.org](mailto:purchasing@ideapublicschools.org).

Jose Perez  
Director of Procurement & Contract Services