**Teachers Pay Teachers Purchasing Process**

ISD1 • Aitkin Public Schools

**QUOTE/ORDER –**

* Login to your TpT account and create your order under your account.
* Click on your cart
* Click on Secure Checkout.
* Select “Purchase Order” as the payment method.
* Save or print your quote to attach to your PO request.
* **The minimum and fee are waived for all TPT for Schools purchases**.

**REQUISITION/PURCHASE ORDER –** Initiate requisition/purchase order through Smart eR.

* Select “Teachers Pay Teachers” (vendor 7378).
* Complete all required fields.
* Enter the detail and amount for items to be purchased.
* **Attach** the quote from Teachers Pay Teachers to your requisition/PO in Smart eR.

**APPROVAL -** Once the PO has been approved the district office will make copies of your PO.

* You will receive a green copy to turn in to Karen Carlson once your order has been received.
* You will receive a white copy for your records.

**PURCHASE –** The District Office will place your order either emailing your quote and PO.