



Active Instructional Vendor Protocols

All services provided by the vendor must be secular. None of the instruction given will be sectarian or denominational either directly or indirectly.

- 1) Parent/Guardian and/or Teacher will request for services using the school's Online Purchasing System (OPS).
- 2) Teacher submits the request for approval from the School Principal and/or Director.
- 3) School Principal and/or Director will verify and review the request for approval. If approved, proceed to step 4. If denied, return the Teacher will be informed and will notify the Parent/Guardian.
- 4) Designated Site Personnel will process the request into a Purchase Order.
- 5) Designated Site Personnel will send the Purchase Order to the Teacher, Active Vendor, and Parent.
Note: PCI will not pay for services provided to the student without a school issued Purchase Order.
- 6) Active Vendor will provide services to the student only for the activities and dates listed on the Purchase Order.
Note: Purchase Orders must be obtained prior to the Active Vendor providing any services.
- 7) Active Vendor will submit an Invoice accompanied by the Purchase Order(s) through the OPS Vendor Portal or submit to the appropriate Active Vendor Inbox which can be located at the web address printed on the Purchase Order.
Note: Amount and description of services on the Invoice must match the Purchase Order.
- 8) Designated Site Personnel will confirm the charges on the Invoice with the Purchase Order. If confirmed, proceed to step 9. If there is a discrepancy, Designated Site Personnel will return the Invoice to the Active Vendor for corrections and resubmission.
Note: The terms of NET 30 will begin upon receipt of re-submission with corrected Invoice.
- 9) Designated Site Personnel will forward the confirmed Invoice to PCI's Business Department to process payment.
- 10) PCI's Business Department will send payment to Active Vendor for services provided on the confirmed Invoice.