



## Active 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) 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.