



*Jerie Villegas  
Receiving Clerk  
Warehouse*

*Debbie Tesso  
Lead Specialist  
Stock Control*

## **AFPO - Activity Fund Purchase Order**

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**Email to: [tesso@aps.edu](mailto:tesso@aps.edu) (ONLY)**

1. Make a list of warehouse stock items needed from the warehouse catalog.
2. Prices are subject to change on a daily basis.
3. On AFPO please include the “not to exceed amount”.

**IMPORTANT: Please add the bookkeepers name and phone number.**

4. Submit order to Debbie Tesso at the fax or email above.
5. Once order is fully approved in Lawson the warehouse clerk will fill order and notify Debbie when it is ready for payment.
6. The school will be notified with the total of the order and an invoice.
7. Please produce a check for the exact amount on the invoice and make checks payable to APS Board of Education.
8. Call or email Debbie Tesso  
as soon as the check is signed and ready.

**IMPORTANT: Orders are not delivered until Debbie receives a check ready confirmation.**

9. Once the check ready confirmation is given the order is put on the next available route for delivery.

**This is the typical warehouse procedure, if you need special accommodation please contact Debbie Tesso.**

10. If school decides to pick-up their order from the warehouse please refer to site pick-up procedures.