

Purchase Order Procedure

1. Student(s) each sign up for the Class by completing the **request form**.
Be sure to include the Company Name, PO contact person's Name, Phone, and email.
2. On Checkout, select **Manual Payment**.
3. Learning Tree will then send the **Welcome Letter** with necessary information for each student to begin **preparation** for the Class.
4. When LTRGV receives **the request form(s)** they will contact the PO Contact and plan to proceed.
 - a. The PO contact person will assure that LTRGV is an **Approved Vendor** for the requesting Company.
 - b. LTRGV will develop a Company **Price Quote** for the student(s) and forward it to the PO contact person.
 - c. The PO contact person will seek approval and assign a **PO Number** to fill this request.
 - d. The students may not attend the class until the PO has been approved.
 - e. When the PO is approved and a **PO Number** is assigned, the Company will **forward that PO number to LTRGV**.
 - f. **Students may now attend the requested class**.
 - g. LTRGV will then develop an **Invoice** to the Company that will include the PO number and forward it to the PO contact person for payment.
 - h. The Invoice will be paid by the agreed upon Due Date.