

Department:	Procurement
Procedure:	Obtaining a Purchase Order
Purpose:	To ensure that agency purchases are done in compliance with federal/state guidelines.
Revision Date:	March 1, 2019

#	Task	Person Responsible	Date to be Completed
1.)	The following actions need a purchase order: a) Purchasing any item using agency funds.	Area/Center Managers or designee, Department Managers, Agency Directors	As needed
2.)	The designated people that can obtain purchase orders are: a) Area Managers, Center Managers, Area Assistants, Cooks b) Department managers and Directors c) Agency Directors and designees	N/A	N/A
3.)	Names of designated individuals at each center must be turned into and maintained by the Operations and Procurement Specialist (OPS). The OPS will reference the spending authority list and clarify with the Fiscal Department. Only those individuals with spending authority may sign-off on purchase order requests.	OPS	As needed
4.)	The following information is needed to request a purchase order: a) Name of vendor b) Department/ center to be charged c) Program to be charged (HS, EHS, MIECHV, TFC, PSP, OPK, OPK Duration, LISTO) d) Where it is to be delivered (see page 2 for more detail) e) List of items to be ordered f) Total cost of the items	Area/Center Managers or designee, Department Managers, Agency Directors	Upon requesting a purchase order
5.)	If the item is delivered to a site other than the Main Office, the items need to be inventories and compared to the original order list to ensure everything arrived and the packing slip receipt is to be forwarded to the Accounts Payable Department.	Area/Center Manager	Within 24 hours of delivery of the item
6.)	The OPS will process all purchase orders within 24 hours.	OPS	N/A
7.)	A copy of the purchase order(s) will be given to the Operations Director to review and initial approval. The purchase orders will be reviewed for the following: a) Allowability b) Meets constraints of the budget c) Reasonable and necessary	OPS and the Operations Director	Same Day

Where the item is to be delivered:

Consumables- Deliver to the center.

Constructed- things that need to be put together go to maintenance first.

Health- keep doing it the current way.

Education, Disability/ Mental Health, PFCE- Separate purchase order is needed for each site.

There needs to be a separate line on bill of coding for multiple destinations (bill to, ship to).