Purchase Orders

POLICY/APPROACH:

All regular purchases must be made with a purchase order. All vendors have been advised to extend credit only for those purchases accompanied by a purchase order. In order to obtain a purchase order:

PROCEDURE:

1. Prepare a Purchase Order Requisition and give to appropriate person, if necessary (Authorized Purchaser with Budget Oversight, such as the Site Manager) for approval and processing.

2. The PO Requisition must contain all applicable information, including the items to be purchased, the approximate amount to be spent, the Vendor name, the Revenue Source and the GL Code with Authorized Signature (Site Manager, Dept. Manager, Director)

3. Authorized Purchasers, (Site Manager only for Centers) will send the Approved Requisition to the Procurement Specialist at the main office to ask for a purchase order by: 1) hard copy with Signature, 2) faxed or scanned copy with Signature, or 3) e-mailed directly from Authorized Purchaser in lieu of signature.

4. All completed Purchase Orders must be approved by the Operations Manager prior to being used.

5. Make arrangements to obtain the Approved Purchase Order and check out necessary credit cards before going to the store or placing an order on line. Plan ahead and allow 24 hours for the Purchase Order to be processed and approved.

6. Make sure the purchase order is used or return it to the Fiscal Office marked “VOID.”

7. When the purchased items have been received, send the invoice attached to receiving paperwork (or a copy of the PO marked “received”) to the Fiscal Office immediately for each shipment.

8. Purchase orders will be voided after 60 days and will remain on your budget report until cancelled.

9. All regular purchases – including Credit Card purchases – must have an approved purchase order before orders are placed.