

# PURCHASING PROCESS

## Originating Department

- Determines source and availability of funds
- Submits an approved **Purchase Requisition** to Purchasing.

## Purchasing Department

- Stamps requisition and attached document for date and time received
- Reviews requisition for accuracy and completeness
- Verifies source and availability of funds in the Microsoft- Access on-line PO System by assigning a requisition number
- Returns Requisitions for insufficient funds
- Conducts and apply appropriate method of procurement
- The approved and signed **Purchase Order** is distributed accordingly:
  1. The original is faxed (and then stamped FAXED dated and initialed) or mailed to the vendor
  2. One copy to Accounts Payable for payment
  3. Two copies are sent to the originating department:
    - i. File copy for department's file
    - ii. Receiving copy to be signed and returned to Accounts Payable
- One copy retained by Purchasing Department and filed by Purchase Order number
- One copy to Receiving Department
- One copy to Property Management for items to be inventoried

Note: Each page of the Purchase Order should be stamped CANCELLED OR AMENDED, dated and initialed, for every cancelled or amended purchase order.

## Receiving Department

- Accepts merchandise and delivers items to the originating department.

## Originating Department

- Upon receipt of complete merchandise and in good condition, signs the receiving report copy of the purchase order and returns it to Accounts Payable for vendor payment

## Accounts Payable

- Reviews the invoice and compares it with the purchase order and receiving report for accuracy and completeness
- Accounts Payable will contact the vendor and the originating department to resolve non-reconciling items
- Payments are issued net 30 days.