

## PURCHASE ORDERS

In most cases, the delivery of supplies and equipment will be made directly to the Receiving Department at each location. However, there are cases when the nature of the request requires that special instructions be included on the purchase order for the convenience of both the vendor and the college. In order to provide for these situations, the following procedures shall be followed:

- Special delivery instructions are to be indicated either within the description area of the line item or in the comments field of the requisition. The copies of purchase orders will be distributed as outlined below as soon as possible after issue:

Original (white) – to vendor

Accounting (yellow) – to Accounting

Purchasing (pink) – to file

### Tracking Purchase Orders

Since ordering departments do not receive hard copy Purchase Orders in the Enterprise Resource Planning system, it is incumbent upon the requisitioner to track and review Purchase Orders. When you review a completed Purchase Orders:

- Check the quantities and descriptions on the Purchase Order to make sure they match the items on the requisition. Call the Purchasing Department if there are errors or discrepancies.
- Check the order due date. If items are needed before the scheduled delivery date, call the Purchasing Department to see if an earlier delivery date can be arranged.
- If changes need to be made to the original Purchase Requisition or the corresponding Purchase Order, complete a Purchase Order Change Request form.

### Purchase Order Change

Upon receipt of a Purchase Order Change Request, the Purchasing Department will issue a Purchase Order Change to advise vendors of changes in the contract terms and conditions and internally to make encumbrance changes. Changes in Purchase Order amounts greater than \$100.00 or 10%, or whichever is greater of the individual line item, changes in terms, changes in encumbrance amount or general ledger number require a change order.