

PURCHASE ORDER PAYMENT

Vendor invoices are received by the District Office Accounting Department. The yellow copy of the purchase order is pulled from the Accounts Payable file. Accounting Department staff reviews on-line receiving in the ERP (Enterprise Resource Planning) system for complete receipt and comments of the location receiving clerk.

If items have been received, the Accounting Department staff reviews invoices for the following items:

- a. Quantity received
- b. Matching unit cost
- c. Tax calculation
- d. Completeness of order
- e. Shipping charges

If all items are correct, the voucher is completed and approved.

If a partial shipment is received, payment is made only for items received and accepted in the ERP system.

If the order is incomplete, the yellow copy and invoices are returned to file.