

Purchase Order Handling Procedure

General Statement

Utilizing appropriate financial procedures to ensure consistent and effective control of invoices as a part of the procurement policy.

Guidelines and Procedures

- White copy to vendor
- Yellow to Business Office
- Pink to "Ordered by"
- Gold to Director's secretary - "Purchase Order Pending" file

Upon receipt of invoice

"Ordered By"

1. Check invoice against goods received and purchase order details.
2. Mark pink purchase order with invoice number and date approved.

Director's Secretary

1. Mark invoice number and date sent for payment on gold copy of purchase order.
2. When all items on purchase order have had invoices sent for payment, then file purchase order in "Purchase Order Completed" file by vendor's name.
3. If enough copies of invoice, attach last copy to purchase order.

Change History

Adopted: June, 1975

Updated: May 9, 2002