

## Purchasing and Accounts Payable Processes For Services

<b>STEP 1</b>	<b>REQUESTER</b>	<p>Purchase Order (and contract, if required) initiated at Department Level Proper supporting documentation (and contract, if required) submitted to Procurement &amp; Logistics</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>• If PO only, Requester should NOT place order directly with Vendor. Order is placed when Procurement &amp; Logistics issues original PO to Vendor.</li> <li>• If PO + Contract, Procurement &amp; Logistics will return one original PO and contract to Requester to provide to Vendor/Contractor</li> </ul>
<b>STEP 2</b>	<b>PROCUREMENT &amp; LOGISTICS</b>	<p>Procurement &amp; Logistics reviews PO (and contract, if required) and supporting documentation. If satisfactory, PO approved to 450 Level in PCS. PO distributed as follows:</p> <ul style="list-style-type: none"> <li>• If PO only, original PO faxed or mailed or emailed to Vendor based on Requester's PO memo instructions.</li> <li>• If PO + Contract, Procurement &amp; Logistics returns one original contract and PO to Requester to provide to Vendor/Contractor</li> <li>• Working copy of PO sent to Requester</li> <li>• Working copy of PO and all supporting documentation delivered to Accounts Payable (Procurement &amp; Logistics does not retain any copies).</li> </ul>
<b>STEP3</b>	<b>VENDOR</b>	Vendor provides services and sends invoice to Accounts Payable.
<b>STEP 4</b>	<b>ACCOUNTS PAYABLE</b>	Upon receipt of Vendor's invoice, Accounts Payable scans and emails invoice to Requester for approval of payment. Header of email will contain: PO# and Vendor Name.
<b>STEP5</b>	<b>REQUESTER</b>	Upon receipt of emailed vendor services invoice from Accounts Payable, Requester will confirm whether services have been provided in accordance with vendor invoice. If yes, Requester will respond to Accounts Payable email with an "OK to Pay" indicating either a partial (P) or final (F) invoice:
<b>STEP6</b>	<b>ACCOUNTS PAYABLE</b>	Accounts Payable makes partial or final payment to Vendor based on Requester's "OK to Pay" email, printed for file. Once paid in full, all documentation is filed.