

## Purchase Order, Receiving, and Accounts Payable Processes For Goods/Materials

<b>STEP 1</b>	<b>REQUESTER</b>	<p>Purchase Order initiated at Department Level          Proper supporting documentation submitted to Procurement &amp; Logistics          (Note: Requester should NOT place order directly with vendor. Order is placed when Procurement &amp; Logistics issues original PO to Vendor. Discuss limited exceptions with Procurement &amp; Logistics staff.)</p>
<b>STEP 2</b>	<b>PROCUREMENT &amp; LOGISTICS</b>	<p>Procurement &amp; Logistics reviews PO and supporting documentation.          If satisfactory, PO approved to 450 Level in PCS.          PO distributed as follows:</p> <ul style="list-style-type: none"> <li>• Original PO faxed or mailed or emailed to vendor based on Requester's PO memo instructions.</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> <li>• Daily PO list faxed to Central Receiving for informational purposes.</li> </ul>
<b>STEP 3</b>	<b>VENDOR</b>	<p>Vendor fills order &amp; sends invoice to Accounts Payable.</p>
<b>STEP 4</b>	<b>CENTRAL RECEIVING</b>	<p>Upon receipt of shipment from Vendor, Central Receiving:</p> <ul style="list-style-type: none"> <li>• Records shipment received on daily log.</li> <li>• Identifies requester (via packing slip or PCS inquiry).</li> <li>• Delivers shipment to Requester who signs and dates for receipt.</li> <li>• If invoice included with order, forwards invoice to Accounts Payable.</li> </ul>
<b>STEP 5</b>	<b>REQUESTER</b>	<p>Upon receipt of shipment, Requester:</p> <ul style="list-style-type: none"> <li>• Verifies shipment contents and reconciles with packing slip and Purchase Order.</li> <li>• Resolves any order discrepancies directly with vendor.</li> <li>• Sends verified and reconciled packing slip and/or working copy of PO to Accounts Payable (Deputy 201, Box 5) indicating the following:             <ol style="list-style-type: none"> <li>1. PO #</li> <li>2. Partial (P) or Final (F) shipment of the order</li> <li>3. Provides signature</li> <li>4. Date</li> <li>5. Write "ok to pay" if resolved and ready for payment</li> </ol> </li> </ul>
<b>STEP 6</b>	<b>ACCOUNTS PAYABLE</b>	<p>Upon receipt of the above documentation from Requester, Accounts Payable:</p> <ul style="list-style-type: none"> <li>• Matches the packing slip with the purchase order and either files for payment upon receipt of invoice or pays if invoice has been received.</li> <li>• Once paid in full, all documentation is filed.</li> </ul>