# Purchase Order, Receiving, and Accounts Payable Processes

## For Goods/Materials

| **STEP 1** | **REQUESTER** | Purchase Order initiated at Department Level  
Required supporting documentation submitted to Procurement & Logistics  
(Note: Requester should NOT place order directly with vendor. Order is placed when Procurement & Logistics issues original PO to Vendor. Discuss limited exceptions with Procurement & Logistics staff.) |
|---|---|---|

| **STEP 2** | **PROCUREMENT & LOGISTICS** | Procurement & Logistics reviews PO and supporting documentation.  
If satisfactory, PO approved to 450 Level in PCS.  
PO distributed as follows:  
- Original PO faxed or mailed or emailed to vendor based on Requester’s PO memo instructions.  
- Working copy of PO sent to Requester  
- Working copy of PO and all supporting documentation delivered to Accounts Payable (Procurement & Logistics does not retain any copies).  
- Daily PO list faxed to Central Receiving for informational purposes. |
|---|---|---|

<table>
<thead>
<tr>
<th><strong>STEP 3</strong></th>
<th><strong>VENDOR</strong></th>
<th>Vendor fills order &amp; sends invoice to Accounts Payable.</th>
</tr>
</thead>
</table>

| **STEP 4** | **CENTRAL RECEIVING** | Upon receipt of shipment from Vendor, Central Receiving:  
- Records shipment received on daily log.  
- Identifies requester (via packing slip or PCS inquiry).  
- Delivers shipment to Requester who signs and dates for receipt.  
- If invoice included with order, forwards invoice to Accounts Payable. |
|---|---|---|

| **STEP 5** | **REQUESTER** | Upon receipt of shipment, Requester:  
- Verifies shipment contents and reconciles with packing slip and Purchase Order.  
- Resolves any order discrepancies directly with vendor.  
- Sends verified and reconciled packing slip and/or working copy of PO to Accounts Payable (Deputy 201, Box 5) indicating the following:  
  1. PO #  
  2. Partial (P) or Final (F) shipment of the order  
  3. Provides signature  
  4. Date  
  5. Write “ok to pay” if resolved and ready for payment |
|---|---|---|

| **STEP 6** | **ACCOUNTS PAYABLE** | Upon receipt of the above documentation from Requester, Accounts Payable:  
- Matches the packing slip with the purchase order and either files for payment upon receipt of invoice or pays if invoice has been received.  
- Once paid in full, all documentation is filed. |
|---|---|---|

Prepared by: Business Services and Procurement & Logistics  
August 2010