

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

STEP 1	REQUESTER	<p>Purchase Order initiated at Department Level Proper supporting documentation submitted to Procurement (Note: Requester should NOT place order directly with vendor. Order is placed when Procurement issues original PO to Vendor. Discuss limited exceptions with Procurement staff.)</p>
STEP 2	PROCUREMENT & LOGISTICS	<p>Procurement 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"> • 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 does not retain any copies). • Daily PO list faxed to Central Receiving for informational purposes.
STEP 3	VENDOR	<p>Vendor fills order & sends invoice to Accounts Payable.</p>
STEP 4	CENTRAL RECEIVING	<p>Upon receipt of shipment from Vendor, Central Receiving:</p> <ul style="list-style-type: none"> • 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	<p>Upon receipt of shipment, Requester:</p> <ul style="list-style-type: none"> • 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: <ol style="list-style-type: none"> 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	<p>Upon receipt of the above documentation from Requester, Accounts Payable:</p> <ul style="list-style-type: none"> • 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.