AVON OLD FARMS

PURCHASE ORDER PROCEDURES

(All employees)

OCTOBER 2014

What is a purchase order?

A purchase order (PO) is a request to make a purchase of goods or services, and is **required** prior to making **all** purchases.

When do I need a purchase order?

A purchase order is required prior to a purchase being made, whether by invoice, school credit card or personal credit card, and is required regardless of funding source; whether it is funded by Parents' Association, a gift or by the school operating budget.

Where do I find the purchase order form?

The PO form can be found under the Faculty portal. Login using your Veracross user account and password.

Where do I submit a purchase order?

All submissions of purchase orders along with any backup should be sent to your Department Head.

How do I complete the Purchase Order?

The following steps should be followed to complete a PO:

Under the Faculty portal, login at the top of the page, using your Veracross user account and password. Electronically complete a Purchase Order with the following information:

- **Submitted By**
- **Department**
- **Today's Date**
- **Vendor and Vendor ID**. Please note that the Vendor ID list is on the website under the Faculty Portal. If this is a new vendor, please indicate as "new" in vendor id box, and the Business Office will provide a valid Vendor ID.
- **General Ledger Account #**. The Department Head or Administrator should have the requisite account number to be charged. If in doubt, they can be found on your budget reports. If you still have questions, please contact the Business Office.
- **Project #**. This field automatically defaults to 0000. However, if the expense is being charged to a non-operating expense, please fill in the capital project number.
- **Return PO to submitter for ordering** – Please check this box if you require the Business Office to return the PO to you for ordering.
- **Fax/Email PO to Vendor** – Please check this box if you require the Business Office to fax or email the PO to the vendor for ordering.
- **Fax number/Email Address** – Please fill in this box with a fax number or email address if you require the Business Office to fax or email the PO to the vendor for ordering.
- **Credit Card purchase** – Please check this box if the purchase is going on a credit card.
- **Check required to purchase** – Please check this box if a check is required to purchase.
- **Description** – Please note the description of items being purchased. Fill in quantity and unit cost and total price. If more than one item is being purchased, list the items to be purchased with the estimated cost for each. The total will then be automatically filled in.
- **Department Head Approval** – Send the PO electronically to the Department Head for Approval.

I have submitted my PO, now what happens?

Once the PO is submitted, the CFO or Controller will approve the PO, barring any questions, and the approved PO will be returned to you electronically.

If a check is required, turn paperwork in by Monday to be included in that week's check run (checks will be issued on Wednesday). Any Purchase Order that requires checks that are received after Monday will be included in the following week's check run.

Approved items paid for personally will be reimbursed after completion of an expense report that is approved by your Department Head, and is submitted to the Business Office. Please note that checks are cut every Wednesday, so expense reports that need to be reimbursed should be in by Monday.

****

FAQs

- **Can I copy and paste my purchase order in Excel or use Google docs?**

  No, unfortunately, the PO system will not recognize a PO that is copied and pasted, nor will it accept documents created in Google Docs. All fields have to be manually typed in once the PO is downloaded to Excel.

- **Can I assign my own PO number or reuse an old PO number?**

  No, the PO number is a "unique" number that is assigned to a PO. The system does not allow for duplicate numbers.

- **If I take someone out to lunch, do I have to submit a PO?**

  No. Such expenses will follow the approval process for expense reports. (i.e. Department Head approval and receipts indicating the names and business purpose of the meal need to be attached to the expense report and submitted to the Business Office).

- **If I pay for something by school credit card after receiving approval on the PO, what procedure do I have to follow?**

  At the time of purchase, please print and save the receipt. These should be submitted to the Business Office at least by the following Monday after the charge occurred.

- **If I pay for something by personal credit card after receiving approval on the PO, what procedure do I have to follow?**

  At the time of purchase, please print and save the receipt. These should be submitted to the Business Office with a completed expense report, signed by the authorized signer (or administrator/Department Head). See guidelines on page 1.

- **If I need some more questions answered about POs and the approval process, whom do I contact?**

  Please contact the Controller or CFO for such questions. As always, feedback is appreciated.