

Purchase Order System
Purchase Order Processing Sequence

I. Normal Processing

- A. Department requests a purchase order
 - 1. Phone call
 - 2. In person
 - 3. Email
- B. Purchase order sent to requesting department
 - 1. Interoffice mail
 - 2. Picked up by department representative
- C. Department fills out purchase order
 - 1. Special notations on purchase order
 - a. Confirming order to be called in
 - b. Return white copy to department
 - c. Deadline for registration
 - d. Call department when signed
 - e. Fax to vendor
 - f. Prepay
- D. Purchase order signed by program designee
- E. Green copy retained in originating department
- F. Backup attached with 4 sets of copies-for pink, gold, white, blue
 - 1. Appropriate backup
 - a. Registration forms
 - b. Order forms
 - c. Quotes
 - d. Contracts
 - e. Travel form
 - f. Independent Contractor forms
 - g. Payroll forms
- G. Purchase order returned to business office
 - 1. Interoffice mail
 - a. To Accounts Payable in box
 - 2. Hand delivery
 - a. To Accounts Payable in box
 - 3. Walk Trough
 - a. Local/1066 money to Accounts Payable in box
 - 4. External Mail
 - a. Mail carrier sorts mail
 - b. Purchase orders placed into business office mail box in mail room
 - c. Business office clerk collects mail from mail room
- H. All copies date stamped by business office clerk

- I. Clerk makes decision as to whether purchase order is grant or 10-66
 - 1. 10-66 purchase orders are put in numeric order
 - 2. 10-66 invoices or returned purchase orders are matched with the appropriate purchase order by number
- J. Purchase orders are encumbered* by business office clerk
- J. Purchase orders are sent to the executive office for approval and signature
 - 1. Executive director present
 - a. Signs purchase order
 - 2. Executive director not present
 - a. Signed by Director of Executive Services
 - b. Signed by Director of Business and Finance
- K. Purchase order returned to business office Accounts Payable
 - 1. Routing basket
- L. Business clerk sorts purchase orders
 - 1. Local/1066 purchase orders are returned to Accounts Payable
 - 2. Grant purchase orders are returned to Accounts Payable/Grants
- M. Accounts payable person separates the purchase orders
 - 1. Purchase orders are put in numeric order
- N. Blue copies are given to the business office clerk
 - 1. Clerk puts blue copies in binder numerically
- O. Pink copy of purchase order returned to originating department with #
- P. White copy detached
 - 1. Mailed to vendor with backup
 - 2. Faxed to vendor with backup
 - 3. Returned to department if requested with pink
 - 4. Retained with gold copy
- Q. Gold copy of purchase order filed
 - 1. Local/1066 by Accounts Payable
 - a. If complete, in the to be paid basket
 - b. If incomplete, missing information in open files numerically
 - 2. Grant by Accounts Payable/Grants
 - a. If complete, in the to be paid basket
 - b. If incomplete, missing information in open files numerically
- R. Accounts Payable reviews the purchase order for all appropriate documentation
 - 1. Reimbursements
 - a. Receipts
 - b. Cancelled checks
 - c. Charge account statements
 - d. Approved travel sheets
 - e. Approved expense sheets
 - 2. Goods
 - a. Packing slip
 - b. Copy of purchase order with department verification of receipt
 - c. Vender invoice

3. Professional development consultant
 - a. Independent contractor form
 - b. Authorization form
 - c. Invoice on company letterhead
4. Payroll consultant
 - a. Federal W-4
 - b. CT W-4
 - c. Approved time sheet
 - d. I-9
- S. Accounts Payable monitors for correct timing
 1. Invoice date
 2. Purchase order date
 3. Backup date
- T. Enters batch of purchase orders into financial system's accounts payable module (liquidation of PO)
 1. Accounts Payable enters local/1066 purchase orders
 2. Accounts Payable/Grant enters grant purchase orders
- U. Proof and post liquidations batch
 1. Accounts Payable proofs and posts local/1066 purchase orders
 2. Accounts Payable/Grants proofs and posts grant purchase orders
- V. Invoice entry-make necessary changes
 1. Accounts Payable proofs and posts local/1066 purchase orders
 2. Accounts Payable/Grant proofs and posts grant purchase orders
- W. Invoice proof and post to system
 1. Accounts Payable runs local/1066 warrants
 2. Accounts Payable/Grant runs grant warrants
- X. Run checks, check register and post
 1. Accounts Payable local/1066
 2. Accounts Payable/Grant grants
 3. With white and yellow copies together tear checks apart
 4. Separate white and yellow copies
 5. Yellow copies to business clerk
 6. Clerk places yellow copies in binder numerically
- Y. Checks brought to be signed (including voided checks)
 1. director of Executive Services
 2. Executive Office Coordinator
- Z. Signed checks returned to business office
 1. Local/1066 purchase order checks returned to Accounts Payable
 2. Grant purchase order checks returned to Accounts Payable/Grant
 3. Voided checks given to clerk to shred
- AA. Checks are matched with correct purchase orders
- BB. Gold copy of purchase orders are stamped paid
- CC. Check number is recorded on paid stamp

DD. Gold purchase order is filed

1. Open purchase orders

a. In open drawer separated by local/1066 and grant

2. Closed purchase orders

a. Put in box on top of bookcase by fingerprinting

b. Purchase order filed numerically in file drawer

EE. Checks and vendor invoices placed in envelopes

FF. Envelopes locked in Accounts Payable hutch

GG. Envelopes distributed

Open purchase order report run monthly or more often if requested. Report is sent to department director or other designee.

*Encumbered- Purchase order number assigned, vendor number assigned. If there is a question regarding a line item, the department will be contacted. Michele Duthrie to make this decision.