

ACCOUNTS PAYABLE/PURCHASING

1. **Important:** Need to have a Purchase Order (PO) **before** buying something. Please remind individuals in your building that this needs to be done.
2. HAND CARRY PURCHASE ORDER:
 - This Purchase Order will be VOID 30 days after the PO date noted.
 - Items **MUST** be listed on PO or that item cannot be purchased.
 - Exchanging of items is NOT allowed.
 - Give vendor copy to merchant.
 - Sign and date receiving copy, attach receipt and return to Accounts Payable when purchase is completed.
3. When items have been received, sign off on the PO receiving copy and return it to Accounts Payable as soon as possible.
4. If there is a problem with a PO, call Accounts Payable right away at Ext. 6069 or 6070.
5. When processing a requisition “Confirmation Only” in the “Ship to” window; for those times that have already been received and have the invoice.
6. Elementary “Ship to” address must be the Warehouse.
7. If there are shipping costs, please include on the PO.
8. If there is a vendor item number, please include it because it helps when receiving in the Warehouse and Accounts Payable in paying the invoices, and processing and tracking the item.
9. **If you have a rush order or need an item by a certain date, put this information in the internal notes and not the PO notes. Also email Purchasing to let them know.**

If you have any questions or need clarification about your PO, please contact Purchasing at 268-6040.

