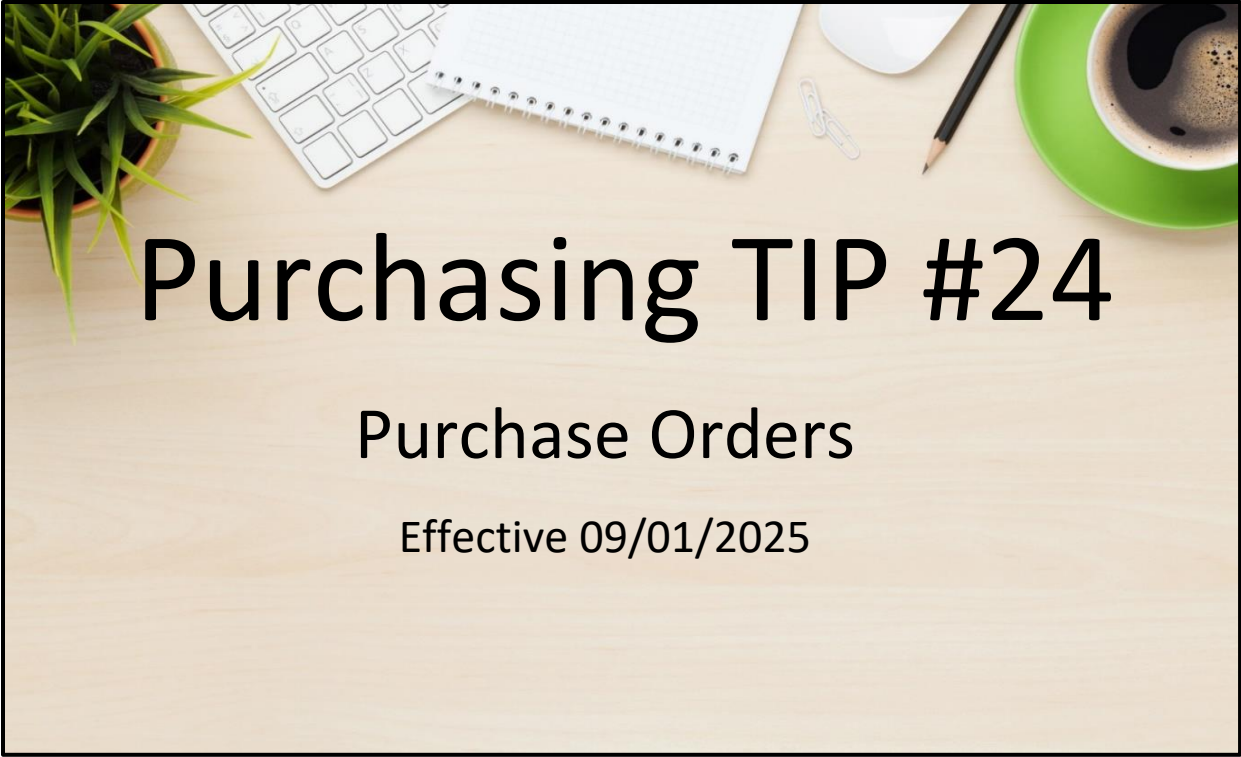




Purchasing TIP #24

Purchase Orders

Effective 09/01/2025

Traditional Purchase Orders:

Purchase Orders are issued twice a day. The Vendor will receive an email from Purchasing issuing a copy of the Purchase Order along with the Quote for processing. The requestor will be included in the email to keep for their records only. If you do not receive an email from Purchasing (Marisela Kruzman) in two business days from when the PO was created, then contact our office. System errors can cause a PO to not be generated.

Traditional requisitions placed with an “E” for electronic processing (*Order From entry point in Frontline*) will be sent electronically to the vendor directly from Frontline. The requestor will be responsible to verify that the vendor received the PO for processing; Purchasing does not receive notifications.

Blanket Purchase Orders:

Purchase orders are issued twice a day. Frontline will send the requestor a notification via email with a link to view the Purchase Order. This is a **one-time opportunity** to open the created PO with the Purchasing Director’s signature. The Purchase Order will need to be printed or saved at this time. It is important to note that once this PO has been viewed, it will no longer be available to print or save with the Purchasing Director’s signature at a later time. **The requestor will be responsible for sending the vendor a copy of the PO along with the Quote to process the order.**

Online Orders

Purchase Orders will be sent by Purchasing Department. For further clarification, please refer to the Fiscal Procedures Manual/Online Purchasing.