

Purchase Order (PO) Policy

Purpose: The purpose of a Purchase Order (PO) is to obtain approval prior to making a purchase.

POs also enable Accounts Payable to efficiently process invoices and receipts as they arrive.

Process:

A PO should be used for all orders over \$150.

POs are available from Cindi Fernandez in the Business Office. You can request up to 30 at a time, and they can be requested in advance for the year.

The PO needs to be filled out completely. See sample below:

1. Requestor name: your name
2. Accounting code: for budget distribution, if more than 1 account, please include it next to the item for coding, in the body of the PO
3. Vendor Information: Include Country if ordering outside the USA
4. Tax ID: If the company is a new vendor for the School, please request a W9 (Taxpayer Identification form) and submit to Cindi. Electronic copies are welcomed.
5. Phone number is helpful.
6. Method of payment: credit card or check (pay when billed)
7. Description: Include the quantity, Item description, unit price and total cost. Remember you need to **give the PO number to the supplier, so the invoice details have to match the PO.** Write any comment you would like the approver to know.
8. Approval: Submit PO to budget manager to approve.
9. Approval: Submit to Lisa Johnson, CFO, to approve.
If you had a previous verbal approval from Scott Hardister, Head of School, please have him sign and Lisa's signature will not be necessary.
10. Date.

Once the PO is completed, keep the white copy for your records, and submit to Cindi Fernandez the yellow and pink copies. If there are any discrepancies between the invoice received and the PO, Cindi will contact you to contact the vendor and go over the prices.

If the order is being paid via credit card, same as above is required, but submit the yellow and pink copy attached to the paid invoice and submit to Andrea Hodgins, Senior Accountant.

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21017

Accounting Code: 1-55900-1000-0000
(Department placing order)

Name	company name			Tax ID Number	4
Address				Phone Number	5
Address				Email Address	
City	State	Zip	Website		

School credit card:	Pay when billed:	Print check on:
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TOTAL DUE:	632.00
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9 CFO: _____ Date: _____

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