


# PROCEDURE

<b>Subject</b>	<b>Purchase Orders</b>	<b>Number:</b> 5.18.03
<b>Source</b>	Vice President, Finance and Administrative Services	<b>Reference (Rule #)</b> 6HX14-5.18
<b>President's Approval/Date:</b> 04/03/2017		

## **POLICY:**

The purchase order is a legally binding contract that authorizes suppliers the opportunity to prepare, deliver and invoice for materials and services as specified. The purchase order specifies all of the terms and conditions of a transaction including but not limited to:

- 1) Detailed description of the terms and services purchased
- 2) Quantities and units of measure
- 3) Unit prices
- 4) Delivery schedules (when applicable)
- 5) Location for delivery
- 6) Payment terms

Purchase orders must be clear, concise, and complete. Each item purchased should be listed separately. Blanket orders must specify the items or services to be delivered; including the beginning and ending dates of the contract.

Computer generated purchase orders are issued upon receipt of a properly authorized requisition, receipt of competitive quotes or bids (when required or deemed appropriate), determination of fund availability, and approval by the appropriate level of authority.

The Department of Business Services has sole authorization to issue purchase orders. SCF Procurement will transmit all purchase orders to suppliers, unless arrangements have been made, in advance, for the ordering department to deliver the purchase order to the supplier.