

## PREPARING PURCHASE ORDERS

When completing a purchase order request, please use whichever of the following procedures is appropriate.

### Normal Purchase Orders

Complete all areas of purchase order

** Date	Use date this order is submitted.
** Priced Per	This helps the supplier know the origin of the pricing information, e.g. from their most recent, an estimated price, or a direct quote from a representative.
** Ship to Address	Provide school or department and complete address.
** Vendor	Complete Vendor Name, Address, City, State, and Zip. Please do not abbreviate.
** Person Requesting	Name of person or department will help both in the building when the order is received (who it belongs to) and the loading dock if there is a question regarding the order.
** Account Number	Account Number to be charged -- the purchase order will be returned if the account number does not appear.
** Quantity	
** Unit of Measure	Indicate -- each, dozen, etc.
** Stock Number	Number from vendor catalogs. This helps the vendor identify what is being ordered and when checking in items on delivery.
** Description	A complete description must be given for the item(s) being ordered. This will be helpful when checking the order in to make sure that what is received is what was ordered. This information is also needed for the auditors for checking records and ascertaining that what was ordered is what was actually received.
** Unit Price	Price per each, dozen, etc.
** Total Price	Unit price x number ordered -- total extended. Please check your mathematics.

\*\* Total Price - bottom

Total price of all items on purchase order  
- even if only one item, bring total down  
column to bottom of form.

When completed:

- A. Keep a copy of the requisition order. This is your proof that you completed the purchase order process.
- B. Send remainder with any attachments that must accompany the purchase order to accounts payable. S/He will assign a purchase order number and return a copy to you to attach to your copy.
- C. DO NOT CALL ORDERS INTO VENDORS without first receiving a purchase order number.
- D. Check all orders immediately when delivered. Most companies only allow fifteen (15) - thirty (30) days to make exchanges or corrections on order discrepancies.