Meredith College Purchasing Procedures:
Completing Purchase Orders/Check Requests

In order to receive a check from Meredith College, a vendor must have EITHER a purchase order or a check request generated by the purchasing department sent to the Accounting Office.

A purchase order is completed as an initial step towards the payment of goods or services. Please be aware that a purchase order is a financial obligation and due diligence and care must be used when preparing these documents. ALWAYS TYPE OR PRINT LEGIBLY. The following information is MANDATORY on all purchase orders/check requests:

Vendor-Payee Information: The complete Vendor Name*, including address, must be included. POs are restricted to one vendor name per PO. An address is required for ALL VENDORS. We cannot process checks without sufficient address, even if the PO is marked 'hold'. For contract services, stipends, honorariums, or any other services, the vendor must provide a social security number for tax purposes, *REGARDLESS OF THE DOLLAR AMOUNT OF THE TRANSACTION.*

**If for employee reimbursement, please include employee full name and Datatel ID#. (Payments for services to employees <u>must be processed through payroll</u>).*

***Meal money or petty cash requests should list the vendor as 'Meredith College Petty Cash' - NOT the name of the person requesting or receiving the funds.*

Date: The date is the date that the order is requested from the vendor.

Ship to: Ship to should be the name and phone number of the person requesting, unless the actual 'ship to' is different. It is imperative that you include this information so that we may call you if there is a question about the document.

PLEASE CHECK ONE:

THIS DOCUMENT IS A PURCHASE ORDER ☐ CHECK REQUEST ☐

PLEASE CHECK ONE:

CHECK WILL BE MAILED ☐ PICKED UP ☐

Check 'Purchase order' if this is a purchase order – an invoice will be sent. The vendor can tell you if they will be sending an invoice. An invoice will say 'invoice' on it. It will be a detailed description including item price of your purchase. If the document is sent to Accounting with an invoice attached, it is a purchase order, not a check request.

If the vendor is sending an invoice, be sure to give them the purchase order number at the time of the order. Your invoice MUST have the correct PO number on it to be processed.

Check 'check request' if this is a check request – no invoice will be sent from the vendor, Accounting should consider this document complete upon receipt of yellow and gold copies. **Supporting documentation MUST be supplied for check requests – dues, subscriptions etc.

**An invoice will be labeled "invoice". Other documents, such as quotes, statements, packing lists,etc. cannot be used for processing. When in question call us!!

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Check disposition: We will base disposition on your instruction in the above section. However, if a check is held for two weeks and is not picked up, it will be mailed. If you request a check and then discover it is not needed, call or e-mail so that it may be voided. The check/voucher must be voided in order to reverse the charge to your budget. If there is no notation as to disposition the check will be mailed.

Account code: Use the appropriate budget code for the purchase. You may have multiple account codes on one PO.

Quantity-Description-Unit Price-Amount: Complete these sections for each item purchased. Be sure to total the PO in the total section.

Additional instructions: If you need to give the accounting office specific instructions regarding this purchase, they go here. For example, it is a prepaid expense that needs to be expensed in the next budget year, so note.

The bottom section of the PO is for approvals. See the back of the purchase order for required levels of authorization. It is the purchaser's responsibility to ensure that proper authorization is obtained. Audit regulations require us to strictly adhere to approval levels.

Submitting the PO/check request: Submit yellow copy to Accounting immediately. If for services, yellow and goldenrod are submitted together. If for goods, the goldenrod serves as a receiver and is signed and submitted when goods are received. Your signature indicates that you received the goods in proper order. DO NOT HOLD POs for invoices. Invoices should be sent directly to the Accounting Office. The yellow and goldenrod are kept in the accounting office until the invoice is received. At that point Accounts Payable will coordinate all documents and enter for payment. White and blue copies are for your records.

For items that require backup attached to the check: Provide an extra copy of the necessary documentation and PAPERCLIP it with an addressed envelope on the back of the purchasing document. Anything that is PAPERCLIPPED to the back of the document will be mailed with the check. You do not have to have checks returned to you in order to attach backup to the check. The original paperwork must be attached to the PO and check copy to be kept in Accounting.

Standing POs: If you have a monthly or recurring service, please contact our office regarding the issuance of a standing PO. The accounting office DOES NOT ISSUE POs to recurring vendors, it is the responsibility of the requesting department.

Statements: A statement is a compilation or summary of charges/credit for a given vendor. All items may not apply specifically to your budget. Please have statements sent directly to us. Although we do not pay from statements, we will review them.

Please call us if you have questions about purchasing procedures. Failure to submit POs/check requests correctly may result in your payments being delayed.

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