

Administration

Task: Purchase Orders

Task	Person Responsible	Date to be Completed
1) Purchase order requests are to be emailed to the Director and copied to the Operations Manager	Staff	Ongoing
2) In the Subject line of your email include: <ul style="list-style-type: none"> a) PO b) Vendor c) Amount d) What is being purchased Example: Subject: PO Quill \$300 office supplies, USPS \$200 postage	Staff	Ongoing
3) If more description is needed, type it into the body of the message. Do not make it lengthy. If more information is needed, you will be contacted.	Staff	Ongoing
4) Email request to the Director and cc Operations Manager	Staff	Ongoing
5) Director will approve or deny the request and forward it to the Director of Finance, Bookkeeper, Operations Manager and person making the request.	Staff	Ongoing
6) The Hill will process the request and send the purchase order to Central Office.	Staff	Ongoing
7) The front desk will date stamp the purchase order and distribute.	Staff	Ongoing
8) Place your order or make your purchase (remember...purchases are not to be made until you have the PO in-hand)	Staff	Ongoing
9) Complete the purchase order and attach the invoice, receipt, etc.	Staff	Ongoing
10) Sign and date the PO.	Staff	Ongoing
11) If the PO includes In Kind, ensure it is highlighted.	Staff	Ongoing
12) Place the completed PO in the Director's mailbox.	Staff	Ongoing
13) Director initials the PO	Staff	Ongoing
14) PO is sent to the Hill for payment	Supervisors	Ongoing
15) Originals are sent back to Central Office once paid.	ITC	Ongoing
16) If the original included In Kind, make a copy, highlight the In Kind on the copy and put it in the mail going to the hill. In Kind will not be booked unless a paid, highlighted, copy is received.	Director	Ongoing
17) Place a check in the upper, right, corner of the original to show it has been sent back to be booked as In Kind.	ITC	Ongoing
18) File originals, by number in specified binder.	ITC	Ongoing