Purchasing Process for Open Purchase Orders

1. Requestor fills out a District Purchase Requisition. Indicates expected expenditure amount through June 30 of current fiscal year.
2. Requestor sends Purchase Requisition to Budgeter of account that will pay for the purchase.
3. Budgeter reviews and signs Purchase Requisition.
4. District Grants Accountant reviews and signs Purchase Requisition.
5. District Purchasing Services receives Purchase Requisition, assigns to Buyer, and logs it into Requisition Tracking System.
6. Buyer creates District Purchase Order (P.O.) as an Open P.O. and encumbers funds in FRS.
7. Purchasing Services Buyer obtains competitive quotations or bids from vendors in accordance with State Laws and Board of Trustees Policy BP3140 and Board Admin. Procedure 3140.
8. Buyer awards order to lowest responsible and responsive bidder who meets delivery and other specified requirements.
9. Vendor Ships directly to Requestor and sends invoices to Requestor for review and approval.
10. District Accounts Payable receives invoices and FAXES P.O. to Vendor.
11. District Accounts Payable matches invoice to FRS P.O. and pays up to amount of remaining encumbrance only.
12. Requestor signs off invoices to show receipt of goods and approval of payment.
13. Requestor places orders with vendor as needed.
14. Requestor signs off invoices to show receipt of goods and approval of payment.
15. District Accounts Payable sends invoices to Requestor.