I.   Purpose

To establish a procedure for the issuance of formal purchase orders.

II.   Scope

This procedure applies Countywide. This procedure is written based on the use of the Finance System under the control of the Clerk of the Court and Comptroller – Pam Childers; Pentamation eFinancePlus+; herein referred to as the system.

All formal purchase orders shall be created from a properly completed and approved on-line purchase requisition. The purchase requisition is designed to contain all of the necessary information and require proper approval authority levels in accordance with the policies and procedures of the County. The on line purchase requisition is the document from which the Purchase Order is created by the Purchasing Agent.

The formal purchase order will be created on-line from the approved requisition as assigned by the Purchasing Manager. The Purchase Order will be auto-numbered by the system and will retain the number of the requisition as part of the P.O. header information. Purchase Orders and Requisitions will be permanent documents within the system and can be retrieved by number and year of issuance. Purchase orders will be approved within the system prior to printing by the Purchasing Agent or Manager. One original purchase order is printed and signed based on authority levels as set by County Ordinance. The system generates a PDF copy of the Purchase Order to be maintained within system. Scanned versions of the signed Purchase Order are maintained in the record management system by the Office of Purchasing by year of issuance, purchase order number and alphabetically by vendor. A log of all Purchase orders is maintained by the Office of Purchasing. The original purchase order and necessary back-up is sent to the Vendor. Department Users, Accounts Payable and others rely on the scanned document for reference or the information in the system.

The following information creates the header information for the Purchase Order.

1.   Purchase Order Number - Purchase order number assigned by system..

2.   Vendor Number - Vendor number selected from data master-file

3.   Phone - Office of Purchasing

4.   Fax - Office of Purchasing fax number.

Board of County Commissioners
Office of Purchasing
Title: Purchase Orders

Procedure No: PP-040

Page No: 2 of 2

Effective Date: 10/15/13   Supersedes Date: 08/21/00

5.   Requisition No. - Purchase requisition number

6.   Vendor - Name and address of vendor.

7.   Buyer - Name of the purchasing agent who created the Purchase Order.

9.   Terms - Specific payment terms; i.e., 2% 10th prox or Net 30.

10.   Purchase Order Date - Date the purchase order is issued.

11.   Required Date: - Date goods and/or service are to be delivered.

The following information is provided by the requisitions.

1.   Ship To - Specific location where shipment is to be deliver

2..   Attention - Specific person to who shipment is to be marked for their attention.

3.   Freight (and F.O.B.) - Specific information in selecting options such as county pick up, a particular freight carrier, best way, etc. F.O.B. specific point at which the title of the goods pass from seller to buyer: DESTINATION PREFERRED.

4.   Item Number - Line item number; i.e., 1, 2, 3, etc.

5.   Quantity - Specific quantities and units to be delivered.

6.   Unit Measure - Specific quantity and unit of measure criteria.

7.   Unit Price - Unit price quoted by vendor.

8.   Extended Price - Actual extended value (quantity times unit price).

9.   Cost Center - Actual Cost Center from your current fiscal year budget.

10.   Object Code - Actual Object Code from your current fiscal year budget.

11.   Project - Actual Project from your current fiscal year budget.

12.   Project Account – As applicable