



PURCHASING PROCEDURE

Supplies, Services, and Other Invoices

Purchase requisitions may be generated by anyone in the office by E-mail. The requisitions are turned in to the Executive Director or COO for approval and to the Office Manager for order placement. The Office Manager will place the orders online or by phone and print a copy of the order receipts and/or invoices. The approved purchase requisitions with copies of online order receipts and/or invoices should be given to the Controller and filed in the open order file.

When the goods or services are received, the individual receiving the package must provide the packing slip to the Controller. The Controller pulls the purchase requisition and compares the order received to the packing slip and the purchase requisition for accuracy. The packing slip is attached to the purchase requisition and returned to the open order file until the invoice is received.

Mail is received and opened by the COO or in the COO's absence, the Executive Director, who provides invoices to the Controller. The Controller matches the invoice to the approved purchase requisition and the packing slip and determines an account coding for the transaction. The Controller gives the invoice and support documentation to the Executive Director for approval to pay. The Executive Director initials the invoice indicating approval to pay, and approving the expense account coding. The Controller enters the invoice into the A/P computer module and files all documents in the open invoice file until they are paid.

Invoice Payment Procedures

Invoices are paid on the 1st and the 15th of each month. Prior to generating checks, a pre-check report is generated which lists all outstanding payables with the due dates and amounts. The Controller will indicate which invoices need to be paid. This pre-check report will be reviewed and approved by the Executive Director. Based on the approved pre-check report, the checks are attached to the approved support documentation from the open invoice file, and given to the Executive Director for signature. The checks to be mailed are returned to the Controller with the support documents to be filed alphabetically by vendor.