

PURCHASE ORDER PROCEDURE

The purchase order procedure should be used whenever you want to purchase goods or services from a particular company, with billing and payment to follow at a later date. **You MUST use this procedure if the total cost of the goods or services exceeds \$1,000.** You cannot use this procedure whenever the cost of the goods or services is less than \$50.

- 1)** Obtain a written estimate or order form for the goods or services you wish to purchase. If the total purchase will exceed \$5,000 you must obtain competing bids from three different vendors. Bids are not required if the vendor is a government entity or another auxiliary organization of the CSU.
- 2)** Pick up and complete a Request for Purchase or Payment (RPP) form, available at the ASI Business Office. Indicate on the form what it is you want to purchase, and the itemized cost of the purchase(s). For purchases over \$5,000, leave the "Payable To" section blank
- 3)** Have the completed RPP signed by your Student Life and Development advisor.
- 4)** Submit the RPP and all three written estimates (if applicable) to the ASI Business Office. Be sure to keep a copy for your records.

The Business Office will audit your RPP for accuracy and completeness, consult your account to verify that the proposed purchase is allowable, check your account balance, and verify your signature against those listed on your Signature Authorization Card. Afterward, the RPP will be forwarded for processing of your Purchase Order. Once the P.O. has been completed, the Business Office will either mail it to the company at the address indicated on the RPP or will hold it for you to pick up, depending upon your instructions.

Purchase Order can be directly faxed to Beach Shop Office at the University Bookstore (562)985-8139*

Once the company receives the signed purchase order, it is authorized to deliver or release goods or services. All materials, supplies, and equipment costing \$1,000 or more must be delivered to the USU Loading Dock. The vendor will subsequently send an invoice to the ASI Business Office. When we receive the invoice, we will match it against your particular Purchase Order. The invoice will then be placed in your organization's mailbox.

- 5)** Once you receive the invoice, look it over and verify that all the goods listed have been received in accordance with your order. If there is any problem with the invoice, contact the Business Office immediately! Otherwise, simply sign and date the invoice.
- 6)** Promptly return the signed invoice to the Business Office. If you fail to return the invoice to the Business Office within 30 days, a hold will be placed on your account, prohibiting any further transactions until the matter is resolved.

When the invoice with your signature is received, the Business Office will issue a check, charging your account. The check will then be mailed to the company, and the transaction will be concluded.

***recommended by the University Bookstore to expedite payment.**