

SECTION 7: PURCHASE ORDERS

7.0 Purchase Order Preparation and Issuance

- 7.0.1 The Purchasing Agents or Buyers will use the on-line inquiry to determine the requisitions waiting to be issued.
- 7.0.2 The requisition will be reviewed for completeness, accuracy and required approvals.
- 7.0.3 The Purchasing Agent or Buyer will determine the method for placing each order on an individual basis depending on the goods/services being purchased.
- 7.0.4 The Purchasing Agent or Buyer will verify and edit information. When creating the purchase order pricing, delivery and similar information will be added to the purchase order when obtained from the vendor during this process.
- 7.0.5 The on-line system will issue the purchase order number and the funds will be encumbered at this time.
- 7.0.6 Once the purchase order has been issued, it becomes a permanent record. All revisions to the purchase order will be through the Order Revision process.
- 7.0.7 The encumbrance of funds will automatically be recorded in the County's accounting records and be charged against the account coding entered on the requisition.

7.1 Purchase Order Year-End Cutoff

- 7.1.1 At the end of each fiscal year, and after Finance has processed final payments all outstanding purchase orders will be closed by Procurement. However, departments with incomplete orders may request an "in lieu of" purchase order for the new fiscal year.
- 7.1.2 In order to facilitate the year-end cutoff, except for emergency purchases and purchases approved by the Procurement Director or designee, no requisitions may be submitted to Procurement during the last 15 days of the fiscal year.
- 7.1.3 If an order is received before the start of the new fiscal year, the department may have it paid from the current fiscal year budget if the invoices (s) are received by Finance prior to the announced cutoff date for payments. In such instances, payments will be charged against the current purchase order and an "in lieu of" purchase order will not be necessary.

- 7.1.4 If the order is received before the start of the new fiscal year, but the invoice (s) are not received in Finance prior to the announced deadline, the department must request a new purchase order “in lieu of” the old one. In such instances, payments will be charged against the new purchase order from the new fiscal year budget.
- 7.1.5 Invoices received in October (after the cutoff period) for services rendered in the prior fiscal year will be paid on the new fiscal year purchase order if the statement “to pay any outstanding invoices for the prior fiscal year and open for current fiscal year” is included in the description area, these funds will accrue in the previous fiscal year.
- 7.1.6 To request an “in lieu of” purchase order a department may copy the original requisition and submit it through the required approval path.
- 7.1.7 The requisition must be submitted in accordance with procedures contained in this Manual.
- 7.1.8 The requisition must state in the Order Attachment “in lieu of PO#” and give the purchase order number from the prior fiscal year.
- 7.1.9 The “in lieu of” requisitions are for a specific product or service that has not been received or completed in it’s entirety by September 30th. These requisitions can only be opened for the remaining balance of the current fiscal year purchase order; you cannot add money, products or services to an “in lieu of” requisition. The “in lieu of” purchase order, however, will be issued to the same vendor under the same terms as the original purchase order but it will be issued for the **unpaid amount of the original purchase order.**