

To: CCSJ Family

From: Accounting Services / Fred C. Niedermeyer

Re: Requisitions / Purchase Orders

In order to accommodate the increased volume of purchase orders being processed, the Accounting Department has implemented the following schedule:

Theresa Tate is responsible for processing all requisitions, purchase orders, and invoicing. She will be processing purchase order requests every Monday and inputting invoices on Tuesdays. In order to process a check for payment on Friday, all approved requisition forms must be in her office by 11:30 a.m. on Tuesday.

Purchase order requisitions have to go through several steps before they can be processed by the accounting department. The following summarizes all the steps involved in the purchase order process:

1. Each requisition must list vendor name, addresses, product numbers, quantity, cost, total amount, and description, purchasing agent's signature, department codes and account numbers.
2. Requisitions must be signed by the department vice-president.
3. Requisitions must also be signed by the president or an additional vice-president.
4. Requisitions are then forwarded to the accounting department.
5. The accounting department creates a purchase order.
6. **The accounting department mails all purchase orders to the vender (in rare instances the requestor of the purchase order may give different instructions).**
7. The pink copy of the requisition is returned to the person requesting the goods after the purchase order is created.

Requisitions not containing the information as stated above will be returned to the appropriate requestor unprocessed. **Individuals who order any items from vendors without a purchase order number from the accounting department will be personally responsible for payment.**