

PURCHASE ORDER TUTORIAL

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When entering a requisition in Datatel in the REQM screen, the AP Type field (Accounts Payable) is the field that determines the type of purchase order the user is requesting.

Purchase Orders (PO) A purchase order is an offer by the College to contract with a vendor(s) for the delivery of supplies or the performance of a service for an agreed upon price under the specified terms and conditions provided in the bid and/or in conjunction with the [College's General Terms & Conditions of Purchase](#). Any good or service that is quantifiable in number and description should be ordered using a PO.

Blanket Purchase Orders (BPO) A blanket purchase order is a contract between the College and a vendor generally used for repetitious payments for contractual services, such as payment for leased equipment or room renovations. Multiple invoices can be paid off the same BPO. BPOs have a maximum authorized amount and are issued for a limited duration. No single item \$500 or over can be purchased using a BPO [all quantifiable items should be purchased using a PO]. Employees authorized to use the BPO must be listed on the BPO. BPOs are good for one fiscal year only. All BPOs not otherwise fulfilled are closed at the end of the fiscal year (June 30). They may be re-issued for the following fiscal year, per requisition by the requesting department.

BPO amounts can be adjusted by the Purchasing Department, but must have a written request from the appropriate cost center manager requesting the adjustment, provided that the cost center manager is within his or her authorization limit.

Direct Voucher Payment (DVP) A direct voucher payment is not issued by the Purchasing Department; it is issued by the Accounting Department. It is a direct check payment (also known as a check request) to a vendor for intangible items such as travel reimbursement, membership fees, taxes, postage and other items which do not require purchase orders or the receiving process.

DVPs are also used as a method to pay for unauthorized purchases, i.e. items and/or services which normally require the use of a (blanket or) purchase order, but are received at the College without the use of a (blanket or) purchase order. Per the Accounting Department's policy, DVP requisitions for these purchases will be returned to the department for signature from the Vice President or Executive Committee member.

More information on DVPs and the DVP process can be found on the [Accounting Department website](#).