

PURCHASE METHOD TUTORIAL

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To request either a purchase or payment for college purposes, enter a requisition in Datatel using the REQM screen. Choose the AP Type which corresponds to the type of purchase needed. There are three (3) possible choices; each are explained further below.

PURCHASE ORDER

Purchase orders (POs) should be used to initiate an order for items and services such as the following:

- Supplies / Consumables
- Equipment
- Tools
- One-time services

POs are good for one purchase only. Once the item or service has been received and paid, the purchase order automatically closes.

POs are the most frequently used type of purchase method.

BLANKET PURCHASE ORDER

Blanket purchase orders (BPOs) should be used to initiate an order or pay for services such as the following:

- Lease Payments
- Construction/Renovation Contracts
- Contracted Services (i.e. temporary staffing, consultants, etc.)

A BPO provides the ability to pay a vendor multiple times during a year for a specific need. BPOs specify who is authorized to make purchases and who can approve invoices for payment. They are good only for one fiscal year and expire each June 30th. Unless previously closed, they are closed by batch process once all outstanding invoices have been paid.

DIRECT VOUCHER PAYMENT

Direct voucher payments (DVPs) should be used to pay for any of the following:

- Employee travel & reimbursements
- Subscriptions
- Memberships or dues to associations
- Subscriptions (periodicals)
- Student scholarship payments
- Sponsorships and donations (require EC approval)

DVPs are processed by the Accounting Department. When requesting a DVP payment, the department must submit an invoice with their requisition to the Accounting Department. The Accounts Payable Technician will match the requisition to the invoice and process a payment to the requested vendor. DVPs are specifically for payments that are **not** required to go through a purchasing process.

POs and BPOs are issued by the Purchasing Department. Purchasing Specialists will review the requested purchase, determine the appropriate purchasing method, and work with the requesting department to purchase the needed items and services.

DVPs are processed by the Accounting Department. The Accounts Payable Technician will process the request and issue a check.
