



## Requisitions & Purchase Orders

Purchase Orders (POs) are used to encumber funds for planned expenses, such as the purchase of supplies, or payment for contracted services of outside agencies or consultants. Care should be taken to ensure that all purchases fall within the scope of the officially adopted budget. Purchases made in the name of SLOCOE without a written, authorized PO may not be paid, and may be considered the liability of the employee who ordered the product or service. All purchase orders begin with a requisition, which can be completed electronically using the QSS system. For information and training, please contact Maria Ruelas (782-7218). In order to maintain audit compliance, requests to increase POs cannot exceed 10% of the original amount encumbered.

### The Originator

1. Submits the electronic requisition via QSS, listing the vendor, information regarding the item or service being purchased, the cost, and account line/s to be charged. The primary contact for payment of invoices is Accounts Payable at 3350 Education Drive or [payables@slocoe.org](mailto:payables@slocoe.org).
2. Sales tax should be added in the requisition for goods and tangible products as applicable. (Select "Y" in the sales tax field.)
3. Shipping and Handling should also be included for each item when applicable.
4. Items and their dollar amounts can be listed separately. For more information or training on this, please contact Maria Ruelas.
5. Signed agreements and/or price quotes may be attached electronically to requisitions.
6. Once submitted, the requisition is routed electronically for approvals as assigned for each department.
7. Once the PO has been created, the originator assists with timely payment of invoices by providing packing slips, receipts and signed approvals.
8. Track paid invoices against the balance of funds encumbered by the purchase order. Payment activity on a purchase order can be viewed in QSS using the "Look Up Screen" or by printing a "Financial Activity Report."
9. Return the COMPLETE FILE COPY of the purchase order together with approval of the final payment and instructions to close the purchase order after all services and/or materials have been received.

**Fiscal Services** checks account lines against the budget and authorizes the expense.

**The Buyer** creates the Purchase Order and gives both the ORIGINATOR COPY and COMPLETE FILE COPY to the originator. A copy of the Purchase Order is also provided to Accounts Payable, the Vendor/Service Provider and the person responsible for receiving items shipped to the warehouse.

NOTE: Fiscal Services will notify all staff of important deadlines for opening and closing purchase orders.

**Fiscal Services can assist with questions or training needs. Contact x218 or x212.**