

Purchase Order/RP Process

1. RP REQUEST

Purchasing commences with the office manager entering a requisition electronically through our software management system, CARS.

2. APPROVAL

The requisition is then routed to the department director for review and approval, after that the requisition is then sent to the CFO for review of statement of need and approval. Once the CFO approves the requisition it is sent to the purchasing department.

3. COMPLIANCE

There the best obtainable price documentation is reviewed as well as a budget review to ensure sufficient funds are available and procurement has not been hampered. If approved the purchase orders is processed and any documentation is attached to the accounting copy of the purchase while the vendor, department and receiving copy are sent to the department.

4. PROCUREMENT

Orders are placed by the department and received in the purchasing/shipping/receiving department.

5. RECEIVING

They then are delivered to the department to for verification of the correct products being sent.

6. ACCOUNTS PAYABLE

When products have been reviewed, counted and verified, the receiving copy is signed by department and sent to accounts payable along with the invoice for payment.