

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0899 (FS)
Effective Date: 03/01/2020
Person Responsible: Director of Fiscal Services

Subject: Purchase Order Authorizations
Last Revision:

Approvals/Date:

Brent C. Bann 3/9/2021 Steve Ziff 3/9/2021
Superintendent, WCBDD Date Department Director Date

Authorized Department Representatives:

1. Staff holding the following job titles are authorized to sign their respective department purchase orders up to \$1,000, and do not require a Department Director signature for processing:
 - a. Communications Coordinator
 - b. Executive Administrative Assistant
 - c. Fiscal Coordinator
 - d. Health & Safety Coordinator
 - e. Human Resources Coordinator
2. If the original purchase order amount needs to be adjusted, for any reason, and takes the amount over \$1,000, the Department Director must approve and sign the revised purchase order.
3. All purchase orders over \$1,000 must be approved and signed by the respective Department Director.

Requesting a Purchase Order Number:

Contact the Fiscal Department to obtain a purchase order number. Information to provide Fiscal at the time of the request is the vendor name, the amount, the department, and the description of the item being purchased.

Creating the Purchase Order:

All documentation should be submitted to the respective department administrative assistant or designee who will create the purchase order in the Fiscal PO Application software system. Information to enter is as follows:

1. Current Date
2. PO # received from the Fiscal Department
3. Fac/Home – This is a two-digit code for the facility, home, or department where the item is being used
4. Vendor name – Type in the Vendor name and select Find - You may use the Prior and Next buttons to look through the list of vendors
5. If the vendor is not in the software program, contact the Fiscal Department for directions, as a purchase order cannot be created unless the vendor is added to the system
6. Select the Start PO button
7. Enter the Quantity
8. Enter the Item number if available or listed on the estimate or invoice
9. Enter a detailed description of the item
10. Enter the Individual Price of the Item
11. Enter any Discount applied to the item being ordered
12. Select the Add Line button
13. Continue entering each item as described above
14. Enter any shipping or freight costs in the box next to the Update Freight button and once entered select the Update Freight Button, which will add the shipping/freight costs to your PO
15. If the items are being shipped to a different address, enter the information in the Ship To: area and when finished select the Update Ship To button and verify that the shipping address reflects the change
16. Once finished click the printer icon on the left side of the screen under the Qty box
17. Obtain the authorized department representative's or Department Director's signature on the purchase order
18. Upon receiving authorized signature, the order can be placed

If revisions need to be made to the original purchase order once it has been printed, open the Fiscal PO Application, and enter the PO # in the respective box and select the Retrieve button. Once changes are made, re-print the purchase order, and obtain authorized signature.

Submitting and Processing Purchase Order for Payment:

Once the item(s) have been received the purchase order can be processed. When submitting the purchase order for processing and payment to be made, the following information needs to be submitted to the Fiscal Department. The Fiscal Department can only process payments from invoices and not estimates or quotes.

1. Original purchase order with authorized signature
2. Invoice for the items purchase
3. Any packing slips or receipts that were received with the item
4. All purchase orders are good for 90 days and must be submitted to the Fiscal Department for payment to be made within that timeline