Wood County Board of Developmental Disabilities

PROCEDURE

Authorized Department Representatives: 1. Staff holding the following job tiltes 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 order amount needs to be adjusted, for any reason, and takes the amount over \$1,000, the 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. Careating 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 Department 1. Curent Date PO # received from the Fiscal Department 2. PO # received from the Fiscal Department YeadHomer and Next buttons to look through the list of vendors 3. Hi purchase Order: If the vendor is not
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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
In 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
uie respective box and select the retireve button. Once changes are made, re-print the purchase order, and obtain authorized signature.
Once the item/s) have been received the purchase order can be processed. When submitting the purchase order for processing and
note the territory 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 as a cally processed
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