

TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Purchase Order Preparation Procedure
Procedure No.: PP-220

Approved by:
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Page No: 1 of 1

I. Purpose

To establish a procedure for the issuance of formal purchase orders.

II. Scope

This procedure applies University wide.

III. Procedure

All formal purchase orders shall be prepared from a properly completed purchase requisition. The purchase requisition is designed to contain all of the necessary information and signatures relevant to the processing of the procurement within the University. The completion of the purchase requisition by the Buyer is the principal document used to prepare a formal purchase order.

Formal purchase orders shall be prepared under the following conditions:

1. When requested or required by a vendor.
2. When the Buyer feels that the order is sufficiently complicated to require a written confirmation for the vendor.
3. When the transaction exceeds \$5,000.00 in value.
4. When the term of the agreement will exceed six months.

The formal purchase order will be distributed as follows:

Vendor copy signed and mailed to vendor.

File copy maintained in Purchasing Office files

Department copy sent to the department for their records

Receiving I copy to central receiving as permanent record

Receiving II copy to serve as proof of delivery for central receiving to department

The formal purchase order is used as a written order to a vendor and may be either an original order or may confirm a verbal order. This form may also serve as a written change order.

The form is created from information supplied by a properly completed purchase requisition and bid documents as entered into to FAMIS Purchase Order Module. (See the FAMIS Purchasing Module Enters and Users Manual.)