

THE UNIVERSITY OF TULSA

PURCHASING SERVICES

Purchasing Tips “Procedures both to save time and avoid confusion”

Purchase Order Processing

REQM Comment

Purchasing Services generates a report each morning to review requisitions and process purchase orders. Information in the Comments area is reviewed by our office for any directions necessary regarding the distribution of the purchase orders. To avoid confusion and save time, enter the following phrases in Comments:

A P.TYPE 0001

1. Process Statement If the original Purchase Order is to be mailed
Leave comment line blank
2. Process Statement If confirming Purchase Order is not to be mailed
Confirming PO – do not mail
3. Process Statement If confirming Purchase Order is to be mailed
Mark PO confirming and mail to vendor
4. Process Statement If Purchase Order is to be faxed to the department
Fax PO to ext. #_____. Do not mail to vendor
5. Process Statement If Purchase Order is to be both faxed to the department and original mailed to vendor
Fax PO to ext. #_____ and mail original PO to vendor
6. Process Statement If original Purchase Order is to be sent to the department
Mail original PO to department in Campus Mail

- | | | |
|----|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. | Process
Statement | <u>If a copy of the Purchase Order is to be send to the department</u>
<i>Mail original PO; send copy to department</i> |
| 8. | Process
Statement | <u>If the department wishes to pick up the Purchase Order from Purchasing Services</u>
<i>Original PO will be picked up by department. Call ext. #_____ when PO is ready</i> |
| 9. | Process
Statement | <u>If department has documentation that needs to be mailed with Purchase Order</u>
<i>Attachments forwarded to Purchasing Services to be mailed with PO</i> |

P REPAYMENT

A prepay occurs when a vendor will not process the order without payment beforehand. Examples: dues, subscriptions, memberships, deposits. Documents with invoice numbers will not be processed as prepayment.

Purchasing Services cannot process prepayment without the following information listed on the documentation: 1) name of vendor, 2) address and 3) dollar amount. In addition, the information must match the vendor information in Datatel. If changes need to be made, prepare the *Request for Changes to Existing Vendor* form and fax to Purchasing Services for update before forwarding documentation.

Attachment form

Attach the original and one (1) copy of the documentation to be mailed with the check and forward to Purchasing Services.

- | | | |
|-----|----------------------|---------------------------------------------------------|
| 10. | Process
Statement | <u>To request a prepay</u>
<i>Prepay/Attachments</i> |
|-----|----------------------|---------------------------------------------------------|

B ANK DRAFT AND WIRE TRANSFER PAYMENTS

The rules listed above apply for both Bank Drafts and Wire Transfer payments.

- | | | |
|-----|----------------------|----------------------------------------------------------------------------------------|
| 11. | Process
Statement | <u>To request a Bank Draft payment</u>
<i>Prepay/Attachments – Bank Draft</i> |
| 12. | Process
Statement | <u>To request a Wire Transfer payment</u>
<i>Prepay/Attachments – Wire Transfer</i> |

H AWKEYE PRINTING

Purchasing Tips
Revised 03/01/05

Letterhead, envelopes, business cards and other miscellaneous printing items must be ordered through Purchasing Services. Purchasing Services will be the only contact with the vendor.

PRINTING DOCUMENTATION

Send one (1) original sample and one (1) copy with the *Attachment* form. The Purchase Order cannot be processed without these samples. In addition to samples, for Business Cards, complete the Business Card order form in the *Purchasing Services and Accounts Payable Policies and Procedures* manual.

- 13. Process To order print jobs
Statement *Samples/Attachments*

PRINTING DELIVERY DATE

If the printing item ordered is time sensitive, state the date the order needs to be delivered to the department in REQ in Printed Comments.

R OYALTIES OR POSTAGE

- 14. Process To pay royalties or buy postage
Statement *Purchase order will serve as invoice*

If you have any questions or concerns, call Purchasing Services.