



Board of County Commissioners
Office of Purchasing
Title: Purchase Orders

Effective Date: 08/21/00 Supersedes Date: 12/20/96

Procedure No: PP-040

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I. Purpose

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

II. Scope

This procedure applies County wide.

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 County. The completion of the purchase requisition by the Purchasing Agent is the principal document used to prepare a formal purchase order.

Formal purchase orders shall be prepared under the following conditions:

1. After the award of the Contract and/or the decision to award and an order has been made the purchase requisition is processed and a purchase order is generated to encumber the funds for the purchase.

The formal purchase order will be distributed as follows:

White (original) - If a Contract has been executed, a written Notice to Proceed with the contract work will be mailed to the vendor by the Contract Administrator and the white (original) copy of the purchase order mailed with the executed Contract by the Office of Purchasing after post award compliance. If a Contract has not been executed, the purchase order will serve as the Contract and mailed to the vendor after post award compliance.

Blue (Acknowledgement Copy) - Vendor's acceptance copy of the terms and conditions of the Contract and returned by vendor to Office of Purchasing.

Pink (Clerk's Accounts Payable Division Copy) - This copy is matched with the receiving report and retained by Accounts Payable until final payment has been made and then filed with all payment documents.

Canary (Office of Purchasing Copy) - Administrative Services Department - Office of Purchasing copy.

Goldenrod - Ordering department's file copy, which is to be matched with the purchase requisition.



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White carbon (Receiving Copy) - Forwarded by the Office of Purchasing to the ordering department along with ordering department file copy. This copy along with all delivery documents are then forwarded to the Clerk's Accounts Payable Division for payment. If delivery is a partial shipment, this copy may be retained by ordering department until purchase order has been completed or submitted sequentially until finalized.

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 shall also serve as a written change order. The form is typed from information supplied by a properly completed purchase requisition as follows:

1. Purchase Order Number - Purchase order number assigned by computer.
2. Vendor Number - Vendor number assigned by the computer.
3. Phone - Office of Purchasing phone number.
4. Fax - Office of Purchasing fax number.
5. Requisition No. - Purchase requisition number.
6. Vendor - Name and address of vendor.
7. Buyer - Name of the purchasing agent responsible for transaction.
8. Contact - Name of the vendor representative that quoted the transaction.
9. Terms - Specific payment terms; i.e., 2% 10th prox or Net 30.
10. Purchase Order Date - Date the purchase order is issued.
11. Required Date: - Date goods and/or service are to be delivered.
12. Approved Date - Date the Board of County Commissioners awarded the Contract in an open meeting or reference to the Purchasing Ordinance of the Board relating to agreements, purchases and awards.



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13. Ship To - Specific location where shipment is to be delivered.
14. Attention - Specific person to who shipment is to be marked for their attention.
15. Blanket No. - Specific blanket purchase order number that the purchase order is released from.
16. Phone # - Phone number of the vendor representative who provided the quotation.
17. Freight (and F.O.B.) - Specific information in selecting options such as county pick up, a particular freight carrier, best way, etc. F.O.B. specific point at which the title of the goods pass from seller to buyer:
DESTINATION PREFERRED.
18. Item Number - Line item number; i.e., 1, 2, 3, etc.
19. Quantity - Specific quantities and units to be delivered.
20. Unit Measure - Specific quantity and unit of measure criteria. See Procedure No.: PP-030
21. Vendor Product No. - Specific information about manufacturers part number.
22. Commodity Code - Specific numbers designed to list commodities or services by classes or subclasses.
23. Unit Price - Unit price quoted by vendor.
24. Extended Price - Actual extended value (quantity times unit price).
25. Cost Center - Actual Cost Center from your current fiscal year budget
26. Object Code - Actual Object Code from your current fiscal year budget
27. Project - Actual Project from your current fiscal year budget
28. Project Account - Actual Project Account from your current fiscal year budget
29. Signatures Authorized - Signature of the County Administrator, the Purchasing Manager or their designee(s).