

WATERFORD SCHOOL DISTRICT

PURCHASE ORDER CLOSING PROCEDURE



Created July 11, 2018. Rev. 2/26/19

Effective for FY 18/19 and Beyond



PURCHASING

Open purchase orders will be evaluated every September, December, March, and June in the quarterly open purchase order evaluation process. The Purchasing Secretary will initiate the process by sending email communication requesting that all purchase order requestors run an Open Purchase Order report. Additionally, the Purchasing Secretary will run "Close/Cancel Purchase Order" utility after receiving a request to from Purchase Order Requestors.

The Purchasing Secretary will also process blanket order changes as requested.

PURCHASE ORDER REQUESTORS

Each purchase order requestor will run the Open Purchase Order report. For all purchase orders with PP (Partially Paid) or PO (Open Order) status remaining open after 60 days of request date, a Purchase Order Status Inquiry report should be generated and evaluated. If a purchase order is still in PP or PO status, but is actually fully paid, the requestor will send email communication to the Purchasing Secretary asking that the PO be closed. A PO should only be closed when all items received have been paid by accounts payable, and/or any residual items will not be received and the PO should be closed.

Bi-annually, in January and June, purchase order requestors will also evaluate blanket purchase order amounts. If blanket purchase order amounts should be adjusted, or a blanket order should be closed if no longer needed, the Purchasing Secretary should be notified.

ACCOUNTS PAYABLE

Throughout the year, accounts payable may occasionally gain insight that a purchase order is open when it should actually be closed. In this case, the Accounts Payable Secretary should email the Purchasing Secretary requesting the purchase order in question be closed.

FINANCE SYSTEMS SPECIALIST

The Finance Systems Specialist will provide support to purchase order requestors in generating open purchase order reports and purchase order status inquiries. The Finance Systems Specialist will also generate a district wide Open Purchase Order report in October, January, April, and June. The Finance Systems Specialist will check for open purchase orders that are 90 days or more past the request date. The Specialist will then contact the requestor for explanation of any purchase orders that have been open for longer than 90 days.

