

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

Page 1 of 2

TITLE: Purchase Orders
POLICY NUMBER:
EFFECTIVE DATE:
REVISION DATE: April 13, 2009
ACCREDITATION STANDARDS:

POLICY:
Purchase orders must be created prior to purchase commitments.

PURPOSE:
To effectively control purchases and resulting liabilities.
To prevent compromising internal controls.
To ensure budgets are not exceeded.

SCOPE:
All department heads.

DEFINITIONS:

FORMS AND APPLICABLE DOCUMENTS:

Purchase Order
Purchase Requisition (electronic)
Purchase Requisition Procedure
Pre-pay Purchase Requisition Policy

PROCEDURES:

Department heads must create a purchase requisition for all purchases. It must be completed in accordance with the purchase requisition procedure.

The Procurement Officer must review and, approve all Purchase Requisitions.

The Procurement Office creates and prints Purchase Orders from the approved Purchase Requisitions.

The Procurement Office distributes the Purchase Orders to the appropriate departments.

The department heads place orders with the vendors, with the exception of non capital furniture purchases. The procurement department will provide the approved furniture supplier with the purchase order.

The department heads instruct vendors to include the Purchase Order number on all correspondence. The department heads also indicate the terms of payment and delivery to the vendors.

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

Page 2 of 2

All purchases which are treated as Florida sales tax exempt must be paid by check or the credit card of the exempt entity. Therefore, reimbursable cash, personal check, or personal credit card transactions cannot be considered as tax exempt. Violations of this State of Florida policy could jeopardize the tax-exempt status of the University.

APPROVAL:

DISTRIBUTION: All department heads

AUTHOR: Controller