

"AFTER-THE-FACT" PURCHASE ORDERS

What is it?

An "After-the-fact" Purchase order is any one of the following:

- a) A purchase order that is issued after an item has been received/pick up
- b) A purchase order that is issued after a service has begun or been completed
- c) A preview item that is delivered without a purchase order and is then purchased
- d) Calling in the order to the vendor prior to receiving a copy of the purchase order
- e) Sending the purchase **requisition** to the vendor instead of the purchase order
- f) Making reservations or scheduling service without a purchase order

WHY IS AN "AFTER-THE-FACT" PURCHASE ORDER SO BAD?

- a) A purchase order is the only **legal** commitment to spend district funds
- b) A purchase order insures the procurement rules have been followed for the purchase and that budget funds have been properly approved
- c) Phoning or faxing your order in with a requisition leads to double shipments, **only** purchase orders are acceptable
- d) Our auditors will define "after-the-fact" purchase as a violation of the procurement rules

WHAT CAN WE DO?

- a) Wait until you have your purchase order in hand before ordering any goods or allowing any services to begin
- b) Submit consultant services requisitions at least (2) weeks prior to start of service
- c) Contact purchasing if you need any help expending your order
- d) If you're not sure about a particular purchase, contact purchasing right away

WHAT SHOULDN'T WE DO?

- a) Do not fax/phone in purchase **requisition**, wait until you have the **purchase order** in hand
- b) Do not allow a consultant to begin working without a purchase order
- c) Do not order a preview item with a purchase order
- d) Do not make any reservations without a purchase order

A purchase made without a purchase order is a violation of the procurement rules per the USFR and could result in the employee making the purchase held responsible for the payment.

Contact the purchasing Department at 283-1012 if you have any questions or special circumstances before making a purchase. We want to help make the purchase as efficient as possible.