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## **Purchase Orders**

**Policy:** Departments must have a purchase order in place prior to the receipt of goods and services.

**Scope:** Applies to all state and non-state employees and all purchases.

**Procedures:**

1. Enter requisitions into Banner.
2. Ensure that requisition has been turned into PO.
3. Invoices without a purchase order number will be sent back to the vendor with a letter of explanation, stating why the invoices are being returned. All calls from the vendor will then be forwarded directly to the departments. Invoices without a purchase order number will become responsibility of the individual that placed the unauthorized purchase.

## **Invoices**

**Policy:** Invoices that require signature of department must be signed within (5) days. These would be invoices where services were rendered or merchandise (scientific or very bulky items only) delivered directly to the departments.

**Scope:** Applies to all state and non-state employees and all service invoices and invoices where merchandise required to be delivered directly to the department.

**Procedures:**

1. Respond to request of Accounts Payable for a wet signature on invoice
2. Sign invoices in Accounts Payable (only authorized persons).

### **Change Orders**

**Policy:** All change orders to purchase orders must be processed within (5) business after being contacted via telephone or e-mail by Accounts Payable.

**Scope:** All faculty and staff

**Procedures:**

1. Contact Purchasing Department.
2. Enter requisition to increase purchase order.
3. Notify Accounts payable that change order is complete.

**Note:** Without an explanation, the Accounts Payable department will take the necessary funds from the department available balance.

### **Duplicate Shipments**

**Policy:** All departments are responsible for duplicate shipments. Any calls from the vendors concerning duplicate shipments will be forwarded to the departments

**Scope:** All faculty and staff

**Procedures:**

1. Do not place orders over the telephone.
2. All orders must be done via purchase order.

### **Check Requests**

**Policy:** All check requests must go to the Comptroller office for approval.

**Scope:** Applies to all regular check requests.

**Procedures:**

1. Complete check request with Vendor name, name, and federal id number.
2. Indicate if Vendor is U.S. Citizen, Resident Alien, or Non-Resident Alien.
3. Enter the required Banner Fund, Organization, Account, Program, and amount. See chart of accounts at <http://www.nccu.edu/intranet/banner/finance.php>
4. Attach all supporting documentation to check request.
5. Obtain appropriate signatures and approvals prior to the request being forwarded to the Comptroller's Department.

**Note:** Items other than membership dues, subscriptions, and registration fees where no travel is involved, the Purchasing Office must give prior approval.