

CENTRAL SERVICES PROCEDURE—ACCOUNTS PAYABLE

PROCESSING PAYMENTS ON PURCHASE ORDERS

Purpose: It is the responsibility of Accounts Payable to see that payments are made to vendors promptly in order to keep a good credit rating for Yosemite Community College District. We have outlined the following to ensure that you have the proper tools necessary to help us accomplish this.

Open Purchase Orders:

1. When ordering anything on a open/blanket P.O., please be sure to give the vendor the P.O. number each time you place an order. The vendor should send all invoicing to: Yosemite Community College District, Attn: Accounts Payable, P.O. Box 4065, Modesto CA 95352.
2. The vendor will give you a charge tag or packing slip. This needs to be marked "ok to pay," signed and sent to Accounts Payable immediately. (This ensures that Accounts Payable pays the vendor promptly.) If a vendor neglects to put the P.O. number on your charge tag/packing slip, please be sure write it on the tag before submitting to Accounts Payable.
3. When more than one budget account is on an open purchase order, please be sure to indicate on the charge tag/packing slip which account number you want Accounts Payable to pay the charge from.

It is your responsibility to monitor your B (blanket) purchase orders (by using the BINQ screen). When accounts are getting low on money, a Change Order/Routing Form needs to be done to increase the purchase order to cover future purchases.

Regular Purchase Orders:

When an electronic requisition is submitted to Purchasing for the purchase of goods, Purchasing generates a Purchase Order that is mailed or faxed to the vendor. Most items ordered will be received through our Receiving Department. Some examples of materials received through Receiving are instructional supplies, non-instructional supplies, and computer equipment. Furniture, airfare, newspaper ads (to mention a few), are usually direct deliveries to the department. For direct shipments to departments, a copy of the purchase order with a blue or green clearance sheet stapled to the front of it will be sent to the department. Attach any packing slips to the clearance sheet, "ok to pay" and sign the form; then forward to receiving. Please do not remove the blue or green sheet from the purchase order copy.

Whether your order was a direct delivery or it was received through our Receiving Department, **all** returned merchandise must be handled through our Central Services Receiving Department.

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Questions: Dawn Delaire, Accounts Payable Supervisor (X6520)
