

# WALTON COUNTY BOARD OF COUNTY COMMISSIONERS

Office of Central Purchasing

Procedure No: PP-004

**Title: Purchase Orders**

**Effective Date:** March 25, 2008

**Revised Date:** September 3, 2008

**I. Purpose:**

To establish a procedure for the issuance of purchase orders.

**II. Scope:**

This procedure applies Countywide.

All purchase orders shall be prepared from a requisition that has been entered into the Naviline system and approved through the proper channels. The purchase requisition is designed to contain all of the necessary information and signatures relevant to the processing of the procurement within the County. The completed purchase requisition by the Purchasing Agent/Buyer is the principal document used to prepare a formal purchase order.

Purchase orders shall be prepared under the following conditions:

- A. • After the award of the Contract and/or the decision to award and an order has been made, the purchase requisition is processed and a purchase order is generated to encumber the funds for the purchase.
- B. The purchase order will be emailed or faxed to the vendor and to the • requesting department. •

The purchase order is used as a written order to a vendor and may be either an original order or may confirm a verbal order. This form shall also serve as a written change order. The form is typed from information supplied on a properly completed purchase requisition as follows:

- 1. • Purchase Order Number – Purchase order number assigned by computer.
- 2. • Vendor Number – Vendor number assigned by computer.
- 3. • Requisition Number – Purchase requisition number generated by computer. •
- 4. • Vendor – Name and address of vendor.

5. Buyer – Name of the purchasing buyer responsible for transaction.
6. Contact – Name of the vendor who quoted.
7. Term – Specific payment terms, (e.g. net 45 days).
8. Purchase Order Date – Date the purchase order is issued.
9. Required Date – Date goods and/or service are to be delivered.
10. Ship to – Specific location where shipment is to be delivered if other than Central Purchasing.
11. Phone No. – Phone number of the vendor representative who provided quote.
12. Freight – Specific information in selecting options such as county pick up, a particular freight carrier, best way, etc, any shipping charges to be added.
13. Item Number – Line item number, i.e. 1, 2, 3, etc.
14. Quantity – Specific quantities and unit of measure criteria.
15. Vendor Product Number – Specific information about manufacturer's part number.
16. Commodity Code – Specific numbers designed to list commodities or services by classes or subclasses.
17. Unit Price – Unit price quoted by vendor.
18. Extended Price - Actual extended value (quantity times unit price).
19. Project – Actual project, if applicable, from which money is being encumbered if applicable.