



## COLLEGE OF AGRICULTURAL, CONSUMER AND ENVIRONMENTAL SCIENCES

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### Purchase Order Process

February 25, 2022

#### Step One: Establish a Purchase Order

- Email Business Office with a quote/estimate for the work to be completed
  - Business Office will submit request to Payables to establish the purchase order

#### Step Two: Vendor receives Purchase Order

#### Step Three: Submit Invoice

- Vendor submits invoice (per instructions provided on purchase order)
  - Invoice must be dated after purchase order
  - Purchase order and invoice must match regarding names, addresses, etc.

#### Step Four: Payment (Crop Sciences Business Office is not involved from submission onward...)

- Payables will review invoice and purchase order to ensure information is accurate. If questions arise, they will reach out to the Business Office for clarification.

#### Key takeaways:

1. Purchase order must be in place prior to work commencing
2. Invoice must be dated after purchase order
3. Purchase order and invoice must match regarding names, addresses, etc.
4. If there is concern over payment timeline after it leaves Crop Sciences, please reach out and we will investigate where things are in the process.