

OFFICE OF LARRY E REIDER
KERN COUNTY SUPERINTENDENT OF SCHOOLS

Internal Business Services - Payment Approval of Purchase Orders

Payment Approval of Purchase Orders

- Delivery Verification
 - When all merchandise is received; sign and date the receiving copy of the purchase order
 - If an item has been canceled note the cancellation on the receiving copy next to the item(s)
 - If the vendor cancels an item write “canceled by vendor” next to the item(s)
 - If the PO is cancelled by the program write “canceled see attached”
 - Copy of the letter or memo sent to the vendor must be attached to the receiving copy

Payment Approval of Purchase Orders

- If order was canceled by phone write “canceled by phone” on the receiving copy of the PO. Indicate the date of the cancellation and who you talked to concerning the cancelling of the order
- When the order is complete sign and date the receiving copy of the Purchase Order
 - Send to Accounts Payable
 - Vendor can not be paid until the receiving copy of the purchase order and an itemized invoice has been received in Accounts Payable

Payment Approval of Purchase Orders

- Partial Payment Request
 - Indicate the item(s) you are requesting payment on (items must have been received) on the purchase order
 - Send a copy of the purchase order signed and dated indicating “partial payment OK” at the bottom of the purchase order. The request must be signed
 - Forward request to Accounts Payable

Payment Approval of Purchase Orders

- Open Purchase Orders
 - Note Purchase Order number on the itemized Invoice(s) or sales slip(s) and forward to Accounts Payable
 - For Open POs with more than one account line the account line # must also be indicated on the invoice or sales slip
 - Keep a list of the invoice numbers and amounts submitted to Accounts Payable for payment so the balance of the Open PO is available
 - Program is only authorized to spend only the amount approved on the open purchase order

Payment Approval of Purchase Orders

- Open Purchase Order continued
 - When the balance of the PO is used up or the PO is no longer needed
 - Mark the receiving copy of the purchase order “close – no further payment”, sign and date .
 - Forward to Accounts Payable with the Open Purchase Order log.
 - Sample of a Open Purchase Order Log – See page
 - Excel worksheet for an Open Purchase Order Log is available upon request – email: businessoffice@kern.org

Payment Approval of Purchase Orders

- No itemized invoice
 - Purchaser must complete an “Official Invoice” form itemizing the purchases
 - This must accompany Purchase Order and invoice or sales slip submitted to Accounts Payable
 - The completed Official Invoice total must total the amount of the invoice or sales slip
- For any Accounts Payable questions please email accountspayable@kern.org