

Purchasing and Business Services Manual (PUR)

PUR 201-02: Purchase Order

Effective: 3/15/1987

Revised: 11/1/2020

Purpose

Define the use of the Purchase Order to order and facilitate payment for Procurements.

Source

University Policy

Policy

The purchase order describes the Procurement and authorizes the supplier to provide the Materials and/or Services, and should be completed in advance of any purchase. The purchase order allows for payment to the supplier, when matched with the receiving documentation and the supplier invoice in FMS. The purchase order contains all terms and conditions required by the state, ABOR and the University. Once the purchase order is accepted by the supplier, it becomes a contract.

Requisitions submitted by departments in FMS authorize Purchasing and Business Services to issue a purchase order to a supplier for a Procurement(s) using encumbered funds.

A purchase order is required for Procurements:

- over \$10,000;
- listed on the PCard Restricted List

Purchase Orders may be generated for the purchase of Materials and Services of any dollar amount.

Purchase orders are not required for Procurements listed on the [Purchases Not Requiring a PO list](#).