

Ball State University
Department: Purchasing Services
Policy: Purchase Order
Policy - PUR215

General

A purchase order (PO) is an offer to purchase by the University, and acceptance is a legal commitment by the vendor to supply the University with goods and services. A regular purchase order is generally used for a one time purchase of known goods and/or services.

Purchase orders must include essential pieces of information such as, purchase order number, requisitioned name and location, delivery instructions, units of measure, costs of goods and/or services, terms and conditions of the order, and a description of goods and services ordered.

Ball State University is exempt from Indiana sales tax and therefore purchase orders are issued with this information in the PO Terms and Conditions. Terms and conditions are sent with each order to the vendor.

Procedures

1. Purchase orders are created after all electronic approvals have been met. Purchase orders are viewed in SciQuest.
2. SciQuest automatically faxes or emails the PO to the vendor's designated distribution method.
3. Receiving information (PUR250) will be entered by the department user into SciQuest. Receiving information is only required on orders over \$1,000.
4. Change orders (PUR235) are initiated by the Purchasing Agent due to conditions in the purchase order that must be documented to allow for alterations or addendums to the original purchase order.

Prohibited Items: Purchase orders are not to be used for employee travel.

It is against the University policy for anyone to encumber the University for goods or services without processing the appropriate request to purchase and having an approved purchase order established.

Responsibility:

Purchasing Services
Finance Office

Other Departments Affected:

All BSU departments