

Purchase Orders

- Used for the purchase of goods and services where the cost or liability of the purchase is important.
- Acts as a valid contract between the vendor and Union College.
- PO's are bound by Union College's Terms & Conditions

Types of Purchase Orders

- "P" Purchase Order
 - Amount is encumbered (reserved) against the account to be charged. Has a defined amount and account to be charged. Requires an "OK to Pay" form to authorize payment.
- "B" Blanket Purchase Orders
 - No set account number to be charged. Amount is not encumbered. Used when many orders are placed throughout the year to one vendor and charged to different accounts. Ordering department assigns account/object code to invoice and approves for payment.
- "C" Contract Purchase Orders
 - Amount is encumbered (reserved) against the account to be charged. Has a defined recurring payment amount (monthly or quarterly). No "OK to Pay" required if amount is as specified on Contract PO.
- Payment
 - Must have an invoice from the vendor that references the PO number. Note: Contracts, agreements and statements are NOT invoices.
 - Payment terms are Net 30 days. Can indicate "Immediate Payment" if needed on "OK to Pay" or signed invoice.
- Examples where PO's are used:
 - Rentals
 - Equipment
 - Graphic Design
 - Consultant Agreements
 - Large Scale printing and Mailing
 - Major Events (off site catering , site rental)
 - Entertainment

Credit Cards

- Used for the purchase of goods and services where the amount falls within the limits of the credit card that is used.
- Credit card transactions do not follow Union College's Terms & Conditions
- Examples of credit card purchases:
 - Supplies
 - Travel
 - Photographers
 - Small-scale printing & mailing
 - Registrations
 - Alumni or Student Event Tickets
 - Promotional Items
 - Off-site Catering

Check Requests

- Least preferred method of payment
- Used for purchase of services, usually from a person, that typically does not issue an invoice.
- A contract or agreement must be provided along with the check request.
- Examples where check requests are used:
 - Guest Speakers
 - Entertainment (when on-site payment is required, must have a signed agreement)
 - Non-employee reimbursements
 - Athletic Officials

Prepayments & Deposits

- Deposits should usually not exceed 10-15% of the total cost
- Create them as a separate line of a PO