

SCOTTS VALLEY FIRE PROTECTION DISTRICT



STANDARD OPERATING PROCEDURES	ARTICLE: I	SOP: 1201
	SECTION: 1200 FINANCE	
	SUBJECT: PURCHASE ORDERS	
	DATE APPROVED: 6/16/2011	
APPROVED:	<i>Mulvaney</i>	

Purpose: To provide a consistent means of authorizing, documenting and tracking purchases on behalf of the District.

Scope: To be utilized by all personnel making purchases on behalf of the District.

Procedure:

1. Purchase Order (P/O) Routing

- **White copy:** To the vendor.
NOTE: If the order is a phone order or FAX order, the white copy should be disposed of.
- **Yellow copy:** Filed with the bill, once items have been received and bill is paid.
- **Pink copy:** Filed in "closed" file under the appropriate account heading once the bill has been paid.

2. Utilization of Purchase Orders:

- A. P/O's shall be filled out for purchases at or above twenty-five dollars (\$25.00).
- B. P/O's shall be filled out when utilizing any vendors without an open purchase order.
- C. Once a P/O is completely filled out, it shall be filed in the appropriate account file, in the "open account" section.

3. Checking in Purchases Received

- A. The products will be placed in the receiving area, and received log filled out.
- B. The appropriate person shall mark the products as being "received" on the P/O.
- C. If there is more than one item on the purchase order and all of the items have not been received, a photo copy of the P/O with the items received noted on

**SCOTTS VALLEY FIRE
PROTECTION DISTRICT**



STANDARD OPERATING PROCEDURES	ARTICLE: I	SOP: 1201
	SECTION: 1200 FINANCE	
	SUBJECT: PURCHASE ORDERS	

the P/O shall be put with the invoice and the items paid will be marked on the P/O.

- D. The original P/O shall be returned to the open file under the appropriate account heading until the order has been received in its entirety.
 - E. Once all of the products have been received on a given P/O, it shall be so noted and placed in the "to be paid" file.
 - F. The P/O's in the "to be paid" file are ready to be paid by the financial officer when billed. The P/O being in this file signifies that all of the products have been received in good condition.
 - G. Once the bill has been paid, the yellow P/O copy shall be filed with the bill. The pink copy shall be filed in the "closed" account file under the appropriate account heading.
4. Removal of Products From Receiving Area
- A. When collecting products from the receiving area, the appropriate person will sign and date the received log.