PURCHASE ORDER PROCESS

DEPARTMENT	PERSON	ACTION
Accounts Payable	Heather Tridego (Tech) Daniela Trovato Dimocolo (SS)	*Clock-in P.O. *Put Vendor Code on P.O. *Check Addition *Indicate *OPEN* P.O. (if applicable)
Budget	Peter Bellani	*Check Available Funds *Check Account # *Sort P.O.'s for Accounting & Purchasing
Accounting	Peter Bellani	Check Vendor Authorization
Purchasing	Danielle Tikijian Joann DeFalco	Bid, quote, state contract, exemption, cooperative contract, etc..
Business Administrator	John Susino	Final PO approval
Accounts Payable	Heather Tridego (Tech) Daniela Trovato Dimocolo (SS)	Email/Mail to vendor for processing

P. O. DISTRIBUTION	
ACCOUNTING	***PURCHASING***
POLICY/RESOLUTION: *Contracts *Overnight Travel *Petty Cash *Reimbursements *Physicals *Fingerprinting *Membership *Professional services *Consultants *Tuition refunds *Seminars	CONTRACT LAW: *Bids *State Contracts *Quotes *Cooperatives *Exemptions, etc.