

PURCHASE ORDER PROCESS

DEPARTMENT	PERSON	ACTION
Accounts Payable	Ruth Feehan (Tech) (A-L) Noredis Sanchez (Tech) (M-Z) Veronica Lundquist (SS)	*Clock-in P.O. *Put Vendor Code on P.O. *Check Addition *Indicate <i>OPEN</i> P.O. (if applicable)
Budget	Peter Bellani Angela Bortnick	*Check Available Funds *Check Account # *Sort P.O.'s for Accounting & Purchasing
Accounting	Peter Bellani	Check Vendor Authorization
Purchasing	Danielle Tikjian Ava Miller Helena Moore	Bid, quote, state contract, exemption, cooperative contract.
Business Administrator	John Susino	Final PO approval
Accounts Payable	Ruth Feehan (Tech) (A-L) Noredis SanJuan (Tech) (M-Z) Veronica Lundquist (SS)	Mail to vendor for processing

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