

Ball State University
Department: Purchasing
Policy: Purchase Order

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 or services. A standard PO is generally used for a one time purchase of known goods and/or services.

POs must include essential pieces of information such as: PO number, requisitioner name and location, delivery instructions, units of measure, costs of goods and/or services, terms and conditions of the order, and a description of the goods or services ordered.

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

Procedures:

1. POs are created after all electronic approvals have been met. POs are viewed and distributed through SciQuest.
2. SciQuest automatically faxes or emails the PO to the vendor's designated distribution method.
3. Receiving information will be entered by the department user into SciQuest. Receiving information is only required on orders over \$5,000.
4. Change orders are initiated by the Purchasing Agent due to conditions in the PO that require changes. Changes must be documented to allow for any alterations or addendums to the original PO.

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

It is against 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 Department
Finance Office

Other Departments Affected:

All BSU departments

Original Creation Date: 9/24/2012

Last Revised: 9/17/2019