

The University of Scranton
Purchasing Policies & Procedures
Open Purchase Order

Purpose.

To identify the use and procedures for open purchase orders.

Scope.

This procedure applies to all departments that have been given the authority to use open purchase orders.

Background.

The open purchase order is designed to reduce paperwork and is issued to vendors for repetitive purchases of supplies or services.

Procedure.

Purchasing will determine when it is appropriate to issue open purchase orders.

Open purchase orders will be entered on the SCT Banner Finance System for the current fiscal year time period and will contain a "not to exceed" total dollar amount. The same purchase order number is used on a recurring basis through the end of the fiscal year or when the total dollar amount is reached.

Open purchase orders encumber a department's budget.

Invoices for open order purchases will be mailed to Accounts Payable. Accounts Payable will then forward the invoice to the requisitioning department for signature approval. The requisitioning department will then return the invoice to Accounts Payable with required approval(s). Department will forward a copy of the invoice to Purchasing for receiving.

Purchasing will review approved invoices and negotiate directly with vendors, where appropriate.

Departments will maintain all records for audit purposed for all services or materials received against this order for five (5) years.