

COMMUNITY LIVING BRANT  
POLICY AND PROCEDURE MANUAL

SUBJECT: Purchase Orders	POLICY NO.: 4.4 PAGE 1 of 2
FILE UNDER SECTION: 4	EFFECTIVE DATE: January 20, 1993 REVISION DATE: October 2004 APPROVAL DATE: January 20, 1993

PURPOSE

To ensure the safeguarding and efficient use of Agency monies.

POLICY

Purchase Orders will be issued for the procurement of goods and/or services.

PROCEDURE

- 1.0 Purchase Orders will be distributed by Accounts Payable to Supervisors or designates who must sign for their receipt.
- 1.1 Accounts Payable shall keep a log book of distributed Purchase Orders. The log shall include:
  - Purchase Order Number.
  - Date distributed.
  - Who the Purchase Order was distributed to.
  - Signature of receipt.
  - Date returned.
- 2.0 Purchase Orders must be kept in a safe, secure place, to be accessed only by the Supervisor or designate.
- 3.0 The Supervisor or designate must keep a log of the Purchase Orders in their control. The log (Form No. 1 - PO) shall include:
  - Purchase Order Number.
  - Date issued.
  - Who the Purchase Order was distributed to.
  - Vendor's name.
  - Date returned to Accounts Payable.
- 4.0 Each Purchase Order used must include the following information:
  - Vendor's name and address.
  - Date of purchase.
  - Description of goods and/or services purchased.

COMMUNITY LIVING BRANT  
POLICY AND PROCEDURE MANUAL

SUBJECT: Purchase Orders	POLICY NO.: 4.4 PAGE 2 of 2
--------------------------	--------------------------------

PROCEDURE (CONTINUED)

- Appropriate authorization.
- Account code.
- Cost and applicable taxes.

5.0 Once completed, the Purchase Orders will be distributed as follows:

5.1 The vendor receives the white copy.

5.2 The pink copy is returned to Accounts Payable to be filed numerically.

5.3 The yellow copy is returned to Accounts Payable to be attached to the Invoice.

6.0 Accounts Payable records receipt of pink and yellow copies in the log book.