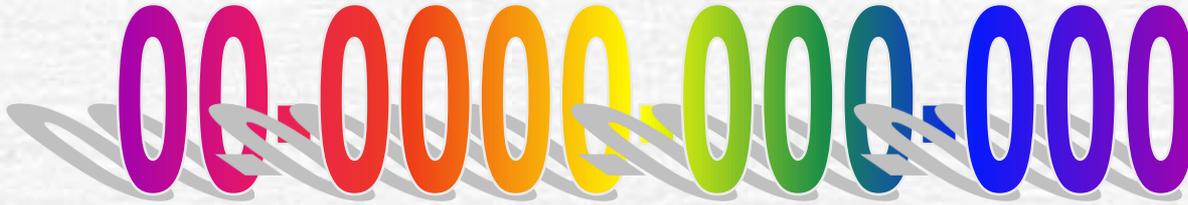




CITY OF OREM

New Purchase Order
System

General Ledger



- 00 - fund
- 0000 – account codes
- 000 – object code
- 000 – sub-object code

General Ledger

00 - fund

10-General	57-Solid Waste
20-Road	58-Street Lighting
21-Care Tax	61-Fleet
45-CIP	62-Purchasing/Warehouse
51-Water	63-Self Insurance
52-Water Reclamation	64-IT
55-Storm Water	74-CDBG/Federal Programs
56-Recreation	76-Senior Center

General Ledger

0000-specific assets

- 1000 – 1999 assets
- 2000 – 2999 liabilities or fund equities
- 3000 – 3999 revenue accounts
- 4000 – 9999 dept, division, section

- 4531 – 45 (admin serv department)
- 3 (accounting services)
- 1 (purchasing/warehouse section)

General Ledger

000-kind of object

- ✓ 100-199 personnel services
- ✓ 200-299 materials & supplies
- ✓ 300-499 services
- ✓ 500-599 other charges i.e. claims & adj
- ✓ 600-699 sundry/misc expense
- ✓ 700-799 capital outlay
- ✓ 800-899 debt service
- ✓ 900-999 transfers and other uses

Specify Request Type

New Request Type

Purchase Order Check Request Copy From Prior Request

Select Purchase order.

Purchase Order Entry

File Refresh Add Vendor

Select Vendor | Item Entry | Comments & Approval Path

Vendor Name:

Sort By: Vendor Number

View: Active Inactive

Number	Vendor Name	Address	City	Contact	Phone
25795	Birch, Rachel	955 N 900 E	Orem		(801) 229-7510
17877	Birchtree Industrial	1084 N Industrial Park Dr	Orem		() -
30992	Bird And Exotic All Pet Hospit	12720 Pony Express Road	Draper		(801) 565-1263
31390	Bird Construction Inc.	3000 N University #250	Provo		() -
29247	Bird, Janice	265 W Sterling Dr	Bountiful		(801) 712-1734
28114	Bird, Lanea	72 N 550 E	Orem		(000) 235-1594
30297	Bird, Terry	1788 N 820 W	Orem		(801) 224-3820
22680	Bird, Thera	733 W 1650 N	Orem	Thera	(801) 224-1061
28695	Bischoff, Dan	1295 S 1145 W	Orem	Dan	(801) 787-5318
▶ 34	Bisco-Bonneville Industrial	45 S 1500 W	Orem		(801) 225-7770
26892	Bishop, Carol	91 W 620 S	Orem		(801) 229-2237
5366	Bishop, Dan	Orem Fire Division			(000) 224-7021
23511	Bishop, Steven	523 W 880 S	Orem		(801) 000-0000
13382	Bitter, Sherrida	1159 N 75 E	Orem		() -
29449	Bittercreek	4645 Bittercreek Rd	Afton	Lee Hyde	(301) 654-1009
26712	Bitters, Daina	1895 N 1450 E	Provo		(801) 735-9897
23580	Bizcradle, Llc	615 S State Street	Orem	Robert Lawrence	(801) 374-8709
25015	Bjanson, Tracy	1234 W1080 N	Pleasant Grove	Tracy	(801) 785-3245
16930	Black Box Corporation	1000 Park Drive	Lawrence		(412) 746-5500

Select Vendor | Select Vendor & Modify Address | View Vendor | Close

**Choose vendor by typing a minimum of letters,
Then press enter.**

Only when you are sure the vendor does not exist already !

Purchase Order Entry

File Refresh Add Vendor

Select Vendor | Item Entry | Comments & Approval Path

Vendor Name: Bisco

Sort By: Vendor Number

View: Active Inactive

Number	Vendor Name	Address	City	Contact	Phone
25795	Birch, Rachel	955 N 900 E	Orem		(801) 229-7510
17877	Birchtree Industrial	1084 N Industrial Park Dr	Orem		() -
30992	Bird And Exotic All Pet Hospit	12720 Pony Express Road	Draper		(801) 565-1263
31390	Bird Construction Inc.	3000 N University #250	Provo		() -
29247	Bird, Janice	265 W Sterling Dr	Bountiful		(801) 712-1734
28114	Bird, Lanea	72 N 550 E	Orem		(000) 235-1594
30297	Bird, Terry	1788 N 820 W	Orem		(801) 224-3820
22680	Bird, Thera	733 W 1650 N	Orem	Thera	(801) 224-1061
28695	Bischoff, Dan	1295 S 1145 W	Orem	Dan	(801) 787-5318
34	Bisco-Bonneville Industrial	45 S 1500 W	Orem		(801) 225-7770
26892	Bishop, Carol	91 W 620 S	Orem		(801) 229-2237
5366	Bishop, Dan	Orem Fire Division			(000) 224-7021
23511	Bishop, Steven	523 W 880 S	Orem		(801) 000-0000
13382	Bitter, Sherrida	1159 N 75 E	Orem		() -
29449	Bittercreek	4645 Bittercreek Rd	Afton	Lee Hyde	(301) 654-1009
26712	Bitters, Daina	1895 N 1450 E	Provo		(801) 735-9897
23580	Bizcradle, Llc	615 S State Street	Orem	Robert Lawrence	(801) 374-8709
25015	Bjanson, Tracy	1234 W1080 N	Pleasant Grove	Tracy	(801) 785-3245
16930	Black Box Corporation	1000 Park Drive	Lawrence		(412) 746-5500

Select Vendor Select Vendor & Modify Address View Vendor Close

Now you can either choose one of these or double click for this vendor, or press enter for Purchase Order.

Change for this Request Only

New Information

Name, Company
Bisco-Bonneville Industrial

PO Box, Dept or Div., Street Address & Suite
45 S 1500 W

Street Address or Other Address Info.

City	St	Zip Code
Orem	UT	840580000

**This screen is for a one time only change.
It does not change the vendor master file.**

Vendor Maintenance

Vendor Type

Type: Corporation (dropdown) Tax ID Number: [] Orem Acct# With Vendor: []

Purchasing Information

Name, Company: Bisco-Bonneville Industrial

PO Box, Dept or Div., Street Address & Suite: 45 S 1500 W

Street Address or Other Address Info: []

City: Drem St: UT Zip Code: 84058-0000

Contact: [] Phone: (801) 225-7770

Fax Number: () - [] E-mail Address: []

Check Remittance Information

Name: Bisco-Bonneville Industrial

PO Box, Dept or Div., Street Address & Suite: 45 S 1500 W

Street Address or Other Address Info: []

City: Drem St: UT Zip Code: 84058-0000

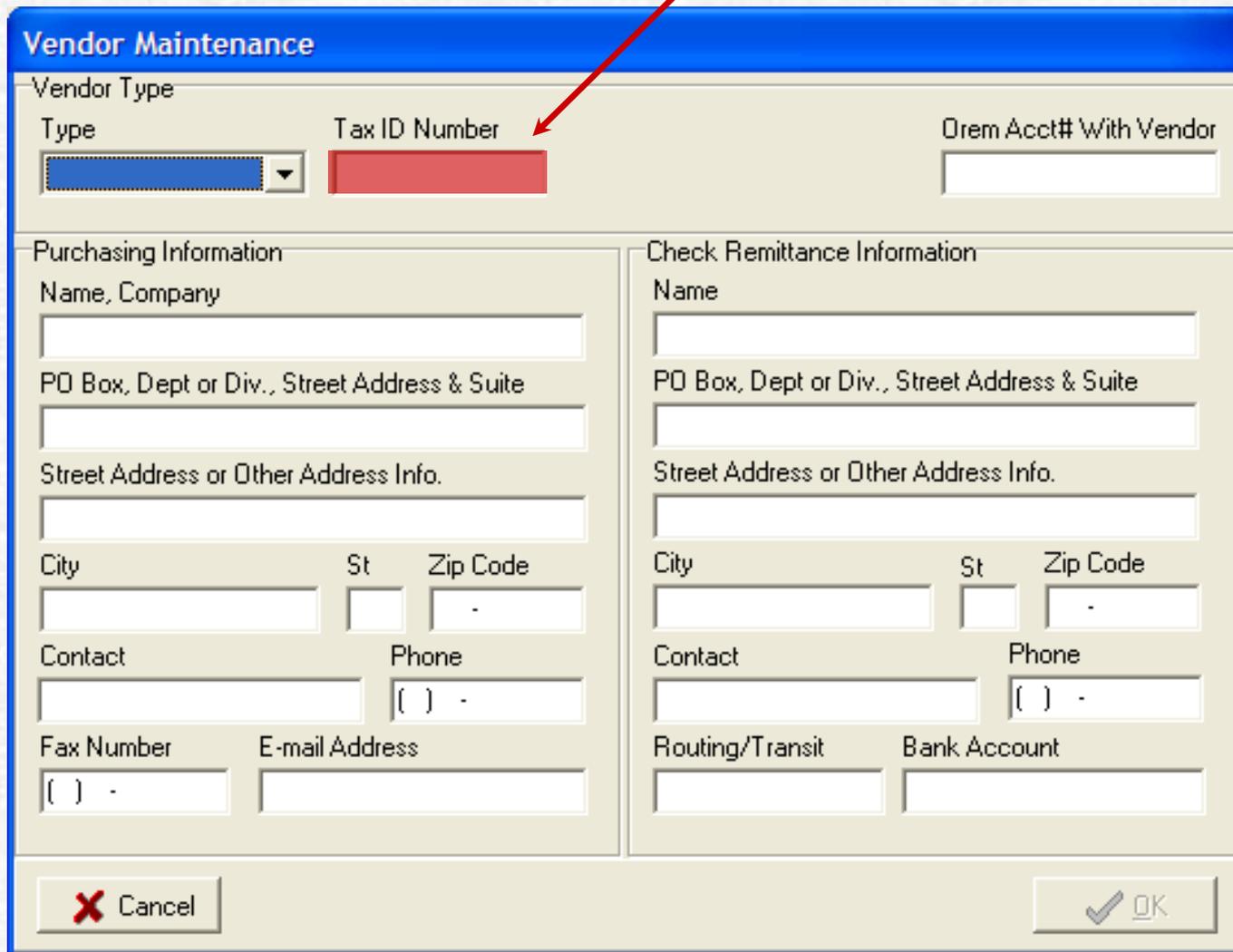
Contact: Randy Walton Phone: (801) 225-7770

Routing/Transit: [] Bank Account: []

 Close

If you choose to view the vendor information this is the screen you will see. The advantage of this screen is to be able to check the vendor information. You will not be able to make changes in this screen.

Must be entered



The image shows a 'Vendor Maintenance' window with a blue title bar. The window is divided into several sections. At the top, under 'Vendor Type', there are three fields: 'Type' (a dropdown menu), 'Tax ID Number' (a red text box with a red arrow pointing to it from the text 'Must be entered' above), and 'Orem Acct# With Vendor' (an empty text box). Below this are two main columns. The left column is 'Purchasing Information' and the right is 'Check Remittance Information'. Each column has four rows of text boxes: 'Name, Company', 'PO Box, Dept or Div., Street Address & Suite', 'Street Address or Other Address Info.', and a row with 'City', 'St', and 'Zip Code' fields. Below these are 'Contact' and 'Phone' fields, and 'Fax Number' and 'E-mail Address' fields. The 'Check Remittance Information' column has 'Routing/Transit' and 'Bank Account' fields. At the bottom left is a 'Cancel' button with a red 'X' icon, and at the bottom right is an 'OK' button with a checkmark icon.

If you choose to add a vendor this is the screen you will see. Simply fill in all the fields, making sure the information is correct, then select OK.

Purchase Order Entry

File Refresh

Select Vendor | Item Entry | Comments & Approval Path

Vendor Name:

Sort By: Vendor Number

View: Active Inactive

Number	Vendor Name	Address	City	Contact	Phone
7722	Textile Team Outlet & Design	520 W State	Pleasant Grove	Branden	(801) 785-7331
25164	Thacker, Dari	468 N 900 E	Orem		(801) 802-7218
22890	Thai, Henry	472 North 250 East	Orem	Henry	(801) 764-0315
▶ 22823	Thanksgiving Point Mgt Co. Llc	3003 N Thanksgiving Way	Lehi		() -
14976	Tharco	1471 S Industrial Road	Salt Lake City	Melba	(801) 973-0100
230	Thatcher Chem Co	P.O. BOX 27407	Salt Lake City		(000) 972-4590
14206	Thaxton, Ted	336 N 200 E	Lehi		() -
859	Thayne, Gordon	955 N 900 W	Orem		() -
24407	Thayne, Norma	345 E 100 N	Orem		(000) 224-2146
27502	The Backup Training Corp	421 Coeur D'alene Ave	Coeur D'alene		(800) 822-9398
28385	The Bike Peddler	24 East Main Street	American Fork		(801) 756-5014
31107	The Cad Store	8918 S. State St	Sandy	Russell	(801) 942-2122
31419	The Cliffs Llc	215 South Orem Boulevard	Orem	Bruce Dickerson	(801) 226-0080
25462	The Discouter	P.O. BOX 7087	Dallas		(888) 909-8809
28146	The Dsw Group	Suite 220	Atlanta		(770) 953-0393
30976	The Glass Gallery,ltd	10300 Lake Bluff Drive	St.Louis		() -
26237	The Radar Shop	1601 S Grove	Wichita	Fax(316)263-5302	(316) 263-5300
28864	The Wedding Shoppe	1222 West 1200 North	Orem		() -
23942	The Windowbox Gallery	62 West Center St.	Provo	Dwyla Bogh	(801) 377-4367

Please remember that A, Dr, Mr., Mrs., Ms., and The, Are not part of the vendor name, however they can be Added to the end of the vendor name.

i.e.: Bike Peddler, The

Vendor Maintenance

File

Vendor Search | Vendor Detail

Vendor Name:

Sort By: Vendor Number

View: Active Inactive

Number	Vendor Name	Address	City	Contact	Phone
28927	Jones, Tim	655 Bear Paw Lane North	Colorado Springs		() -
29283	Jones, Ty	763 E 560 N #3	Provo	Ty	(801) 812-0625
18891	Jones, Valerie	321 E 1830 S	Orem		() -
23482	Jones, Winifred	654 South Main	Orem	Winifred Jones	(801) 224-2428
26351	Jordan River Animal Hospital	1519 West 9000 South	West Jordan		(801) 000-0000
24468	Jordan, David	336 E. 1400 S.	Orem	David Jordan	(801) 259-0718
24824	Jordan, Tessa	253 N 1150 E	Lindon		(801) 785-2205
26185	Jorgensen, Alan	1135 West 640 North	Orem	Alan	(801) 226-6183
27075	Jorgensen, April	1444 N 1400 W	Provo		(801) 373-4252
25973	Jorgensen, Cheryl	1443 N 1050 W	Orem	Cheryl	(000) 226-1804
23973	Jorgensen, Harriet	930 West 570 North	Orem		(801) 226-7793
31104	Jorgensen, Thelma T.	79 E 300 N	Provo		(000) 377-0598
25552	Joubail, Solomon	1151 S.W. 128th Terrace	Pembroke Pines		() -
20892	Journal Publications	Parkway	Springville	Van	(801) 853-5378
332	Jr's Custom Muffler & Welding	1401 West 400 South	Orem		(801) 224-7451
30221	Jubilation Fireworks	505 North 100 West	Pl. Grove	Jeff Pusey	() -
26138	Judd, Esther	543 E 800 S	Orem		(801) 765-9295
21250	Judd, Garr	273 West 2000 South	Orem		(801) 226-2735
23749	Judd, Matt	246 West 520 North	Orem		() -

Add Vendor
 Delete Vendor
 Select to Combine
 Combine
 Close

In order to standardize our vendor list, Please do not spell out **North, East, South, & West**, use only **N, E, S, W**. Please do not use **(.)** anywhere in the vendor Name or Address.

Purchase Order Entry

File Refresh

Select Vendor | Item Entry | Comments & Approval Path

Vendor Information

Vendor# 34 Name Bisco-Bonneville Industria Address 1 45 S 1500 W Address 2 City Orem St UT Zip Code 840580000

Description

Account Quantity Unit Price/Unit Shipping Item Total Veh# Invoice Number Invoice Date

. . . 0.00 0.0000 0.00 0.00 0 01/01/0001

Account Bal: 0.00 Remain. Bal: 0.00

#	Description	Account	Quantity	EA	Price/Unit	Ship	Total	Veh#	Invoice
		. . .							

Request Total: 0.00

Clear All Delete Undo Next Step Close

Fill in the description, include part #, color, size or Anything that will detail the item being ordered.

Purchase Request Entry Program

File Refresh Add Vendor

Select Vendor | Item Entry | Comments & Approval Path

Vendor Information

Vendor# 34 Name Bisco-Bonneville Industria Address 1 45 S 1500 W Address 2 City Orem St UT Zip Code 840580000

Description

Account Quantity Unit Price/Unit Shipping Item Total

Account Bal: 0.00 Remain. Bal: 0.00

Seq	Description	Account	Qty	EA	PPU	Ship.	Total
		...					

Clear All Delete Undo Next Step Request Total: 0.00 Close

Add the **account number**, **quantity**, **unit of measure**, **price**, and **shipping**

Invoice Entry

File Font Refresh

Search Invoice Entry | Check Run Management | All Items Invoiced |

Vendor Information

Request#	Vendor#	Name	Request Total	Total Paid	Remaining	Percent
2010-01868	34253	Capstone Sales, LLC	128.00	0.00	128.00	100.00%

Item	Description	Account	Qty	Qty Rec.	Qty Left	EA	PPU	Ship	Total	Total Rec.	Total Left
1	3 pin femal pigtail	52-7581-250-000	2.00	0.00	2.00	EA	54.00	0.00	108.00	0.00	108.00
2	shipping	52-7581-250-000	1.00	0.00	1.00	EA	0.00	20.00	20.00	0.00	20.00

Item	Seq	Invoice/Description	Inv. Date	Qty	PPU	Extend	Disc Rate	Dsc Amount	Ship	Total

Shipping should not be a separate line item, it should be included with the item being purchased

Specify Request Type

New Request Type

Purchase Order Check Request Copy From Prior Request

Date	Vendor	Type	Total
▶ 01/01/0001	Jla Realestate	P	0.00
01/01/0001	J-U-b Engineers Inc	P	0.00

 Cancel  Delete  Select

Select Check Request

Check Request Entry

File Refresh

Select Vendor | Item Entry | Comments & Approval Path

Vendor Information

Vendor# 2710 Name IAFC Membership Renew Address 1 PO BOX 18102 Address 2 City Merrifield St VA Zip Code 221180102

Description

Account	Quantity	Unit	Price/Unit	Shipping	Item Total	Veh#	Invoice Number	Invoice Date
- - -	0.00		0.0000	0.00	0.00	0		01/01/0001
Account Bal:					0.00	Remain. Bal:		0.00

#	Description	Account	Quantity	EA	Price/Unit	Ship	Total	Veh#	Invoice
		- - -							

Request Total: 0.00

**Check Request should be used for membership Dues, Subscriptions,
or items purchased out of accounts 210 & 230.
Follow same instructions for PO.**

Purchase Order Entry

File Refresh Add Vendor Overspend Disabled

Select Vendor Item Entry Transfer Request Comments & Approval Path

Vendor Information

Vendor#	Name	Address 1	Address 2	City	St	Zip Code
34	Bisco-Bonneville Industria	45 S 1500 W		Orem	UT	840580000

Description

Square nose shovels #2356

Account	Quantity	Unit	Price/Unit	Shipping	Item Total
- - -	0.00		0.0000	0.00	0.00

Purchasing And Warehousing - Supplies Account Bal: 0.00 Remain. Bal: 0.00

Seq	Description	Account	Qty	EA	PPU	Ship.	Total
1	Square nose shovels #2356	62-4531-240-000	200.00	EA	200.0000	50.00	40,050.00

Empty area for additional items or notes.

Request Total: 40050.00

Press F4 or Double Click the unit field to get a list of options.

Purchase Order Entry

File Refresh Add Vendor Overspend Disabled

Select Vendor | Item Entry | **Transfer Request** | Comments & Approval Path

Vendor Information

Number	Name	Address 1	Address 2	City	St	Zip Code
34	Bisco-Bonneville Industria	45 S 1500 W		Orem	UT	840580000

Account	Account Description	Amount
▶ 62-4531-240-000	Purchasing And Warehousing Supplies	34,803.29

Reason or Justification for Transfer

Account

Account	Amount	Amount	Amount
- . .	0.00	0.00	0.00

Amount Required: 34803.29

Transferred Amount So Far: 0.00

Amount Needed: 34803.29

Account	Account Description	Reason or Justification	Amount
▶ - . .			

Delete Prior Step Next Step Close

Press F4 or Double Click the unit field to get a list of options.

This is the screen that appears when a transfer is required

Specify Request Type

New Request Type

Purchase Order Check Request Copy From Prior Request

	Date	Vendor	Type	Total
▶	01/01/0001	Jla Realestate	P	0.00
	01/01/0001	J-U-b Engineers Inc	P	0.00

 Cancel  Delete  Select

Select Copy from prior Request

Specify Request Type

Vendor Name:

Sort By: Vendor Number

Type	Request#	Vendor	Address 1	Opened	Total	Created by
C	2007-00475	*UNKNOWN	4175 West 5345 South	08/10/2006	3.71	AS2DAR
C	2005-03281	orem city	644 N State St	02/07/2005	0.00	AS2RAB
P	1998-05568	A Dale Browne & Associates	1212 North 1000 East	03/24/1998	57.00	CM1DL
C	1998-02282	A Dale Browne & Associates	1212 North 1000 East	12/09/1997	648.50	CM5CM
P	1990-04612	A W Chesterton	3645 West 1987 So.	03/27/1990	536.22	PW7GFC

Line Items

Seq	Description	Account	Veh#	Qty	EA	PPU	Ship	Total
1	overpayment on account 51-410940-05	51-3711-000-000	0	1.00	EA	3.71	0.00	3.71
1	Self Adjusting Locking Lockjaw Grips - 1	52-7582-250-000	0	1.00	EA	23.85	12.00	35.85
2	Self Adjusting Locking Lockjaw Grips - 6	52-7582-250-000	0	1.00	EA	20.82	0.00	20.82
3	Self Adjusting Locking Lockjaw Grips - N	52-7582-250-000	0	1.00	EA	22.65	0.00	22.65
4	3/8 Pump Packing	52-7582-290-000	0	1.00	EA	130.03	0.00	130.03

**This is helpful if you want to duplicate a previous Purchase Order.
 An example would be something you order several times a year.
 Make sure you change anything that may change, such as
 Unit prices, quantity, or General Ledger numbers.**



Mountain West LLC
 4212 S Hwy 191
 Rexburg ID 83440

INVOICE

Invoice Number: 60965
 Invoice Date: 09/16/04
 Page: 1

B CITY OF OREM I L 955 NORTH 900 WEST L OREM, UT 84057 L USA L ATTN: MARTY	S CITY OF OREM H I P
---	---

Sales Ord No: 59052 Account Cd: CITY630 Ship Date: 09/16/04	Taxable: N Pmt Terms: NET 30 FOB: CUSTOMER	Purchase Order: P05-01109 2nd P.O.: P05-01187 Ship Via: WADD100
---	--	---

Plt Shipped	Qty Shipped	Part Number	Description	Price	UM	Ext Price
	1,132.00	YCFM5CF-4E	SHRED BX YARDCARE 303	\$2,900	EA	\$2,937.60

If you change the amount of the original Purchase Order you must call Accounting and either have them change the amount or cancel the PO. Then you can make a PO for the correct amount.

Do not make another PO until the 1st is cancelled

The system does not handle **TWO** PO's for one invoice.

A finance charge of 1.75% per month (21% annually) will be charged on all past due invoices.

Send payments to:
 Mtn. West, LLC
 P.O. Box 345
 Salt Lake City, UT 84110-0345
 800-727-9959
 Payable in U.S. Funds

Total: \$2,937.60

RWE DATA COM PAGE 001 OF 001

FRAX 1803224-8118
 21 SOUTH 1500 WEST (84058)
 OREM, UT. 84059-0180

CITY OF OREM
 55 NORTH STATE ST.
 OREM UT 84057 USA
 801-229-7021

ORDER NO. 0500-07-0000
 *** THIS IS NOT AN INVOICE ***

SHIP TO: OREM UT 84057 USA

ACCOUNT NO. 83-28218
 ORDER NO. P-05-02049
 ORDER DATE 11/02/04

QUANTITY	DESCRIPTION	UNIT	PRICE	TOTAL
5516 TL	WIRE ALLUMINUM	1/8-242-1-AL-UF0-BRENNU WIR	550	3032.70

WE WELCOME THIS AS A POINT OF SERVICE...
 RETURN SERVICE REQUESTED
 AUTOMATIC 3-DIGIT SCH 840
 OREM CITY CORP
 ATTN: LORRAINE
 55 N STATE ST
 OREM UT 84057-5508

We can not pay on this.

evco 2375 South 300 West
 Salt Lake City, Utah
 84115-2516
 P: 801-487-5721
 F: 801-487-7310

Account Name
 OREM CITY CORP

Customer No.	Statement Date	Account Balance
06370	10/31/04	354.87

STATEMENT

RETURN SERVICE REQUESTED
 AUTOMATIC 3-DIGIT SCH 840
 OREM CITY CORP
 ATTN: LORRAINE
 55 N STATE ST
 OREM UT 84057-5508

Please detach and return portion with your payment. Please mail payment to the above address. Thank You!

INVOICE DATE	INVOICE NUMBER	P.C.	PURCHASE ORDER NUMBER	TRANS TYPE	CHARGES	CREDITS	BALANCE	PAST DUE
08/21/04	P-05-01278	229-74	560204002	01	113.89		113.89	10 DAYS
10/25/04	P-05-01978	LSMEY	573612001	01	34.05		34.05	CURRENT
10/27/04	P-05-01978		574853001	01	15.88		15.88	CURRENT
10/27/04	P-05-01982	CDUNTER	574862001	01	220.77		220.77	CURRENT
10/29/04	P-05-02009	LARWANC	578143001	01	22.29		22.28	CURRENT
06/17/02	CK#147478	CV293454	0A2002091	0001		-52.00	-52.00	505 DAYS

*** NOW OPEN. A 7TH STORE IN 104-40 FALLS TO
 *** BETTER SERVE YOU IN A VARIETY OF PLACES

VISIT OUR WEBSITE AT: WWW.HOUSEOFHOSE.COM

Current	30 Days	60 Days	90 Days	120 Days	Terms net 30 days
292.98	113.89	.00	.00	52.00	

PAY BALANCE DUE 354.87

Statements do not show what was purchased, the quantity, or other information pertaining to the purchase. Therefore they cannot be used as an invoice.

A Bid is originated when the product and specifics are known.

This section of the Award is completed when a Contract Agreement is necessary.

BID AWARD

PROJECT:

BID OPENING DATE:

BIDS RECEIVED

	BIDDER	BID AMOUNT
1		
2		
3		
4		
5		
6		
7		
8		

RECOMMENDED BIDDER:

ACCOUNT # _____ ACCOUNT BALANCE: _____

RECOMMENDED BY _____ DATE _____
(Signature)

PURCHASING AGENT _____ DATE _____

FINANCE APPROVAL _____ DATE _____

CDEG MANAGER _____ DATE _____

APPROVAL _____ DATE _____
(Signature)

Note:

Does this Bid Award require a Contract Agreement to be Processed?

Yes No

Circle One

Approval _____ Date _____
(Signature)

PROPOSAL AWARD

PROJECT:

BID OPENING DATE:

PROPOSALS RECEIVED

	PROPOSAL	BID AMOUNT
1		
2		
3		
4		
5		
6		
7		
8		

RECOMMENDED PROPOSAL:

ACCOUNT #: _____ ACCOUNT BALANCE: _____

RECOMMENDED BY _____ DATE _____
(Department Head)

PURCHASING AGENT _____ DATE _____

FINANCE APPROVAL _____ DATE _____

CDBG MANAGER _____ DATE _____

APPROVAL _____ DATE _____
(City Manager)

Note:

Does this Proposal Award require a Contract Agreement to be Processed?

Yes No

Circle one

Approval _____ Date _____
(City Manager)

A Proposal is created when we have an idea of the need, but we are looking for suggestions to accomplish it.

A Proposal must have an accompanying memo explaining why the awarded supplier was selected.

Scanning Problems

- Highlighters (with the exception of yellow)
ALL scan BLACK
- ALL sticky notes scan BLACK (except light yellow)
- Anything within the highlighted area or on the sticky note will not be readable
- Write on the invoice for a permanent record –
not on sticky notes

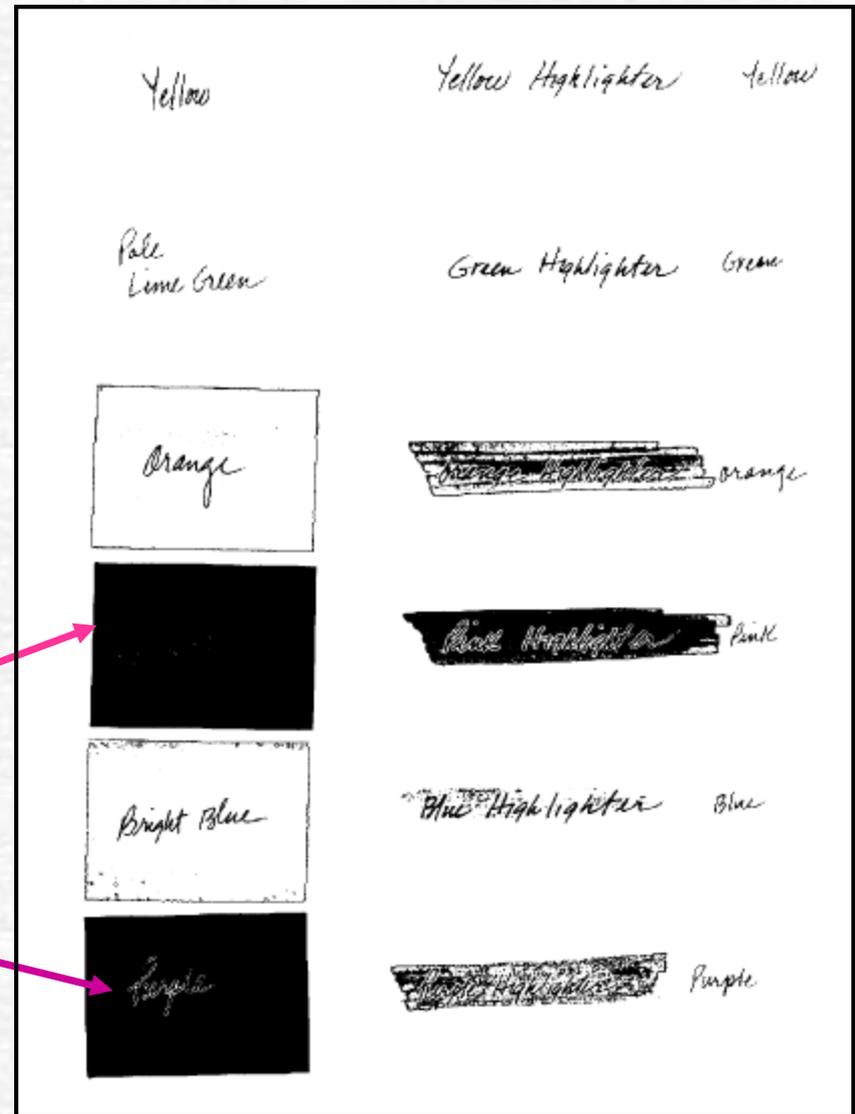
This is how Post-it Notes and Highlighters scan.

First column is the different colors of Post-it Notes.

Second column is the different colors of Highlighters.

Hot Pink

Purple



Remember

- ☞ Purchase Order #'s must be written on each invoice *EVEN* if you have several invoices for the same PO#.
- ☞ Please make sure the PO# is correct.
- ☞ Do not staple or paperclip invoices together for the same PO# - each invoice must be treated separately.
- ☞ EVERY invoice must have a signature of the authorized City employee.
- ☞ If the invoice exceeds the PO amount – it should be noted on the invoice that the overage is OK. *Please do not use Post-it-Notes for this, write on the invoice for a permanent record.*

Check Invoice

- When signing an invoice, be sure it is correct with the PO information. Please clear any inconsistencies on the invoice with the Vendor.

General Tips

- Petty Cash – purchases that are small dollar value – *LIMIT \$200.00* - sales receipt required – **no tax**.
- Shipping Costs – are part of total price – add shipping to the line item in the shipping column (far right).
- Make sure the PO says what you want it to say – **do not leave room for errors**.

General Tips

- If you create a PO that will not be receiving an invoice, send a memo to Accts Payable describing the purchase, vendor name, PO# and a signature to authorize payment.
- Auditors require the **original invoice** for official Accts Payable records.
- **All** invoices must have the name and address of the vendor, **correct** PO# and authorized signature, within an acceptable time period.



Questions

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