

UNF - Training & Services Institute, Inc.  
Institute of Police Technology and Management

Purchase Order Request  
Procedure Flowchart

Start

**DEPARTMENTAL RESPONSIBILITIES:**

- (1) **Departmental personnel are responsible for identifying the vendor, etc. for the merchandise to be purchased via a Purchase Order. TSI Accounting/ IPTM does not have any purchasing agents.**  
**For new vendors**, departmental personnel must obtain the payee's Federal I.D. Number or Social Security Number. Complete the "New Vendor or Vendor Information Change Form" and submit it with the Purchase Order Request Form.
- (2) Complete a Purchase Order Request Form, and attach supporting documentation (e.g. copy of order form, quote, proposal, etc.) Obtain IPTM fund manager approval.
- (3) Submit completed Purchase Order Request Form and supporting documentation to IPTM Office Manager for processing a generated P. O. and to encumber funds.
- (4) **After P. O. is generated** - departmental personnel will be contacted to pick-up P.O. from IPTM Office Manager. **Departmental Personnel are responsible** for sending or delivering the Purchase Order Vendor copy to the Vendor.
- (5) **After department receives the P.O. Merchandise** - departmental personnel must sign, date, and return the P. O. Receiving copy to IPTM Office Manager, and the invoice if it is received in the department. **All vendor disputes are the responsibility of the departmental personnel.**

**RECORDING and  
P.O. AUTHORIZATION**

**IPTM Office Manager**

- 1) enters data into KFW accounting system to encumber funds,
- 2) generates a IPTM Purchase Order Request from KFW and prints four copies,
- 3) completes information in P.O. Log database,
- 4) forwards all paperwork to IPTM Management for final P.O. approval, and
- 5) **After B below**, call department personnel to pick-up the PO. copies 1,2 & 3.

**IPTM Management:**

- A) checks KFW generated P.O. against P.O. Request form and documentation
- B) signs and returns approved P.O. to IPTM Office Manager for distribution.

Departmental personnel submits to **IPTM Office Manager** the IPTM Purchase Order Request form with supporting documentation.

**SIGNATURE  
VERIFICATION**

**IPTM Office Manager** reviews and verifies signature authorization.

**IPTM Office Manager** reviews the P.O. Request and supporting documentation.

Are the P. O. Request and supporting documentation complete?

Yes

**IPTM Office Manager** audits the Purchase Order Request and forwards the form and supporting documentation to IPTM Management for review and P.O. Request approval.

**IPTM Office Manager  
Audits:**

- 1) Verify/Add Vendor
- 2) Review supporting documents
- 3) Verify/Add Acct #/GL Code
- 4) Verify amount(s) requested

**MANAGEMENT  
AUTHORIZATION**

**IPTM Management** reviews and approves Purchase Order Request?

Yes

**IPTM Office Manager**

**RECEIVING**

**DEPARTMENT**

**VENDOR**  
IPTM Purchase Order Form

Departmental personnel sends or delivers to the vendor the IPTM Purchase Order VENDOR copy.

Departmental personnel files Department and Receiving copy.

**IPTM Office Manager** files P.O. Control Copy and P.O. Request paperwork.

N = Numerical

**RECEIVING and  
P.O. /INVOICE  
AUTHORIZATION**

AFTER merchandise and vendor invoice are received:

- 1) Departmental personnel signs, dates, and submits P.O. RECEIVING copy to IPTM Office Manager,; and
- 2) **IPTM Office Manager:**
  - retrieves P.O. Request paperwork
  - compares invoice against P.O.
  - a) if invoice not = P.O. 1) will adjust encumbrance difference is not significant (e.g. 10%) or for shipping/freight charges correct P.O. Request paperwork, or 2) contact department for approval of difference, and
  - b) if invoice = P.O., will process payment.

**P.O. REQUEST  
PAPERWORK**

**RECEIVING**

**VENDOR INVOICE**  
- vendor sends invoice to IPTM.

**IPTM Office Manager** processes the P.O. payment with the weekly check processing at TSI Accounting.

**IPTM Office Manager** updates P.O. Log database after payment.

**ABBREVIATIONS**

**IPTM** = Institute of Police Tech. & Mgt.  
**TSI** = Training & Services Institute, Inc  
**KFW** = Kintera FundWare  
**P.O.** = Purchase Order

End