

**STANDARD PURCHASE ORDERS**

Type	Purchase Requisition	Purchase Order	Release	Delivery	Receiving Information	Invoice Distribution form (IDF)	Invoice Matching	Receipt Close Match
Tangible Goods and Equipment	Yes	Set price	No	Standard Delivery through one of the docks	Receipt Traveler – done by Receiving and Expediting	No – If department receives vendor’s invoice, must forward invoice to AP with PO #	3-way match	0%
Tangible Goods and Equipment	Yes	Set price	No	Direct Delivery	Department needs to fill out Departmental Receipt and forward to Expediting for input into AIS	No – If department receives vendor’s invoice, must forward invoice to AP with PO #	3-way match	0%
One-time Service(s), i.e., speaker, repair of equipment, etc.	Yes	Set price	No	Direct Delivery	No Receiving required	Yes – put invoice with IDF and send to Disbursements	2-way match	0%
Multi-payment services, i.e., lease payments, maintenance, utilities, etc.	Yes	Set agreement	No	Direct Delivery	No Receiving required	Yes – put invoice with IDF and send to Disbursements	2-way match	100%

**PLANNED PURCHASE ORDERS FOR MISCELLANEOUS ITEMS (SUPPLIES, BOOKS, SERVICES, SPORTING GOODS, ETC.) (ONE VENDOR – SAME CATEGORY)**

Type	Purchase Requisition	Purchase Order	Release	Delivery	Receiving Information	Invoice Distribution form (IDF)	Invoice Matching	Receipt Close Match
Goods and Services – NO equipment	Yes	Set agreement	Yes	Direct Delivery	No Receiving required	Yes – Put invoice with IDF and Release and send to Purchasing for input into AIS, Purchasing will forward to Disbursements for payment	2-way match	10%

**SYSTEM WIDE BLANKET ORDERS – BERGEN BRUNSWIG (#2), CORPORATE EXPRESS (BT BUSCHART) (#1), FISHER SCIENTIFIC (#6714)**

Type	Purchase Requisition	Purchase Order	Release	Delivery	Receiving Information	Invoice Distribution form (IDF)	Invoice Matching	Receipt Close Match
System Wide Blanket – for Goods	No	No	Blanket Release – entered in system by Purchasing	Direct Delivery	Receiving required – should be done by department then forwarded to Expediting for input of receiving information for the departments	Yes – put invoice with IDF and forward to Purchasing for input into AIS, Purchasing will forward to Disbursements for payment	3-way match	0%
System Wide Blanket – for services – NONE SET UP AT THIS TIME	No	No	Blanket Release	Direct Delivery	No Receiving required	Yes – put invoice with IDF and forward to Purchasing for input into AIS, Purchasing will forward to Disbursements for payment	2-way match	0%

**UNENCUMBERED PAYMENTS – REGISTRATIONS, MEMBERSHIPS, SUBSCRIPTIONS, INTERVIEWEE EXPENSES, ETC.**

Type	Purchase Requisition	Purchase Order	Release	Delivery	Receiving Information	Invoice Distribution form (IDF)	Invoice Matching	Receipt Close Match
Unencumbered Payments	No	No	No	No	No	Yes – put invoice with IDF and	No	No

						forward to Disbursements for payment		
--	--	--	--	--	--	---	--	--