

THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
PROCUREMENT POLICY AND PROCEDURE

Policy/Procedure Title:	PRO 2.4 New and Re- Sent Purchase Orders
Purpose:	This procedure establishes the guidelines for creating and sending New Purchase Orders to vendors. This procedure also establishes guidelines for re-sending purchase orders to vendor.
Abbreviations:	PO - Purchase Order
Policy:	<ol style="list-style-type: none"> 1. Vendor are the only recipients of original PO's. 2. VIDE staff requiring a PO can print their own system generated copy of the PO from MUNIS.
Procedure:	<ol style="list-style-type: none"> 1. Purchase orders are printed on Tuesday and Thursday by the VIDE Procurement Office. 2. Purchase Orders are searched individually using MUNIS PO Inquiry module to obtain the supporting quotes. A hardcopy of the winning vendors quote is printed. 3. The Procurement Office scans the PO and quote and creates a PDF of each document. 4. The Procurement Office sends the PO by email to the vendor <ol style="list-style-type: none"> a) A note is added informing vendor that the PO is enclosed b) The vendor is also requested to confirm receipt of email and attachments. <p>Note: PO's for sub-grantee are emailed to the requestor</p> <p>The Procurement Office adds the count of POs printed and the amount for each PO to the "Sent Purchase Order Tracking Log" (Form AR3.3)</p> <ol style="list-style-type: none"> a) Fields to be completed on Form AR3.3 "Sent PO Tracking Log" <ol style="list-style-type: none"> i. Vendor's Name ii. PO Number iii. PO Date iv. PO Amount v. Vendor's Email Address vi. Date PO is sent vii. Date Email Confirmed b) The Procurement Office ties the number and total value of PO's converted from MUNIS and keeps a monthly running total for reporting purposes. <ol style="list-style-type: none"> 5. On a weekly basis (Friday), The Procurement Office sends the "POs to the Warehouse



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Report” (form AR7.1) to Warehouse Manager in PDF Format, and copied to the centralized email address.

- a) “POs to the Warehouse Report” highlights all open Purchase Orders with Tangible Items that have been flagged as a fixed asset, and are expected to be received by the warehouses in STTJ and STX.
- b) Fields to be completed on “POs for Warehouse” (Form AR7.1):
 - i. PO Number
 - ii. Vendor Name
 - iii. PO Date
 - iv. PO Amount
 - v. Program/School to be delivered to
 - vi. Requestor

Re-Sent Purchase Orders

To ensure the integrity of the purchase order tracking process, Procurement Office staff engaged in PO Management must complete and submit a **“Purchase Order Re-Send Request” form (AR17)** and email it to the centralized procurement mailbox before a purchase order re-send request will be processed.

1. PO Management staff **MUST** complete the follow steps before submitting form AR17:
 - a) Confirm the original email address that the Purchase Order was sent to
 - b) Confirm the date that the original Purchase Order was emailed out to the vendor
 - c) Confirm if the vendor has received the original Purchase Order
 - d) Contact and confirm with the vendor to see if the recipient at the original email address has the original Purchas Order
 - e) Provide all requested information in the top section of form AR17
2. Send a PDF copy of the completed form to the centralized procurement mailbox
3. Copy the Procurement Director on the e-mail request.

Exhibits:

- Sent Purchase Order Tracking Log Form AR3.3
- Purchase Order for warehouse Form AR7.1
- Purchase Order Re-Send Request Form AR17