



PURCHASE ORDER PROCESS/PROCEDURES

In accordance with the Purchasing Policy, these guidelines are for the purchase of materials and/or services as follows.

NOTE: DOLLAR THRESHOLDS ARE FOR THE TOTAL PURCHASE, INCLUDING SHIPPING & HANDLING, NOT AN INDIVIDUAL ITEM.

\$0 to \$500: No permanent documentation of price comparison is required to be kept on file.

\$500 to \$3,500: A minimum of **2 documented quotes** are required (telephone, internet, catalog, etc.) Must complete Quote Documentation Summary Form, but not required. (*Attachment A-Word*)

\$3,500 to \$30,000: A minimum of **3 written quotes** are required from the vendor or eVA. Must submit a Quote Documentation Summary Form or documents that provide same information. (*Attachment A-Word*)

Above \$30,000 (Formal Procurement): These procurements, by law, require a **formal bid/proposal** process which will be administered by the Procurement Manager. A minimum of 30 days notice is needed to initiate a formal procurement. (Includes submission of all necessary information)

Emergency Purchases: Emergency Purchase Verification Form (*Attachment B-Word*)

*In case of an emergency, a purchase may be made without competition, obtaining quotes, or a County Purchase Order.

- A. If an emergency occurs during regular County business hours, notify the Procurement Manager for assistance if possible. If it is not possible; i.e. Water main break/natural disaster, etc., proceed with procuring what is needed.
- B. A written explanation of the emergency, signed by the department head, shall be submitted to the Procurement Manager within two (2) business days of the purchase.
- C. If an emergency occurs outside of regular business hours, the department shall submit an Emergency Purchase Verification Form signed by the department head to include quotes received - if any, and a copy of the delivery record to the Procurement Manager within two (2) business days,

***NOTE:** An emergency exists when the safety, health or welfare of the public is vitally affected by: (a) a breakdown in machinery and/or threatened termination of essential services, (including maintenance and repair of essential office equipment), or (b) the development of a dangerous condition, or (c) any other circumstance in which supplies are needed for immediate use after consulting with the Procurement Manager and the approval of the County Administrator.

Purchase Order Cycle:

1. **Purchase Requisition Form (Revised – Attachment C-Excel):** For all purchases \$500 or greater, complete a Purchase Requisition Form (PR), attach backup, obtain approvals, and submit to Procurement. It is not needed if the total purchase is less than \$500.
 - A. All Purchase Requisitions, for a specific vendor, must include vendor's e-mail address and fax number.
 - B. If the chosen vendor is new, a completed New Vendor Set-Up Form (*Attachment D-Word*) and a copy of the vendor's W9 form **must be submitted with the Purchase Requisition.**
 - C. *Procurement Manager* stamps it the date received, reviews vendor information and the requisition for purchasing policy compliance which include; back up and required approvals. Logs PR on Requisition Tracking Form located in the Purchasing folder on the "P" drive.

If compliant – Initial and forward to County Admin for approvals (if applicable) and/or Purchasing Assistant to generate a Purchase Order (PO). The tracking log is then updated.

If non-compliant – Notify originator by telephone and/or email of required corrective action. Note the problem on the Requisition Tracking Form on the "P" drive.

The original Requisition, and back up, will be kept in the Procurement Office in a "Hold File" until the issue is resolved. Once the issue has been resolved the Requisition Tracking Form will be updated, and the original documents will be initialed and forwarded to the Purchasing Assistant to generate a Purchase Order (PO).

2. **Approvals** Once approvals are received as stated below, the tracking log is updated.

- A. County PRs \$500.00 and greater, and Schools PRs \$5,000 and greater will be reviewed by Finance and/or County Administration prior to generating a PO.
- B. Service Authority PRs only require review by the General Manager prior to generating a PO.
- C. All capital PRs (County/Service Authority/Schools) will be reviewed by Finance and/or County Administration prior to generating a PO.

3. **Generating a Purchase Order (Attachment E- PDF)**

Purchasing Assistant verifies proper approvals and necessary documents are included prior to generating a PO. Once the PO has been processed, the PR tracking log is updated.

- A. PO is printed and submitted for final review and signature in Finance.
- B. Completed PO and any additional order documentation is scanned and saved in the Purchasing folder located on the P drive.
- C. UNLESS OTHERWISE NOTED on the PR, the electronic PO is submitted, via e-mail, and the order is placed. The tracking log is updated and the following individuals receive electronic copies:

County

Vendor
cc: Originator or Designee

Schools

Vendor
cc: Originator
cc: Designee(s)

- D. UNLESS OTHERWISE INSTRUCTED, Service Authority Orders will **not** be placed with the vendor. An electronic copy of the PO will be emailed to the Service Authority Administrative Assistant. The tracking log is then updated.
- E. If the vendor does not accept electronic orders, it will be placed via fax and the confirmation receipt will be sent electronically along with the PO to the originator.
- F. Electronic Orders - Vendors will be asked to confirm receipt of the PO via return email.
- G. Faxed Orders – Transmission report will be attached to original PO.
- H. Vendors will be instructed to direct questions, issues or changes related to the order, to the originator.
- I. Original hard copies of PR, Backup, and PO will be kept on file in Finance.

4. **Receiving** – Inspect all deliveries and test all electronics within two (2) business days of receipt.

- A. Promptly notify the Procurement Manager if there is a problem with an order. She/he will address any unacceptable product/delivery problem with the vendor.
- B. If the order is not received in a timely manner or by the due date, contact the vendor directly and reference your backup documentation as proof of order.

5. **Partial Payments:** Sometimes partial payments are required in advance, or at a point of completion, etc.
 - A. Request an invoice from the vendor; process the invoice for payment and forward to the Procurement Manager for verification, **not** accounts payable.
 - B. The Procurement Manager will ensure payment is made according to the terms of the agreement/contract and forward to Accounts Payable for processing.

6. **Change Order Request Form (Attachment F – Excel)**
 - A. A Change Order Request Form must be submitted any time it is necessary to change a PO (ex. increase funding, change amount of the order, add additional services, etc).
 - B. A Change Order Request requires all the same authorizations/signatures as the original PR that was submitted.
 - C. Submit signed Change Order Request Form, and any backup, to Procurement.
 - D. To process a Change Order Request follow steps 2-4 above under Purchasing Order Cycle.

7. **Closing Purchase Orders:** Once the final payment is made on a PO, the originator should:
 - A. Note on accounts payable control sheet that it is a final payment and
 - B. Notify the Procurement Manager and cc: Purchasing Assistant, via email, to close the PO.
 - C. Any remaining funds will be returned to the department's budget and available for expenditure for the remainder of the fiscal year, therefore, it is best to do this in a timely manner.
 - D. The originator should keep the electronic copy until the PO has been closed. Original hard copies and electronic copies will remain with the Procurement office.

8. **Open Purchase Order Report:** An Open Purchase Order report will be run quarterly and distributed to each department to, identify all POs that are to be Closed. Any remaining funds will be returned to the department's budget and available for expenditure for the remainder of the fiscal year.

9. **Year End Processing (Fiscal Year End)**
 - A. A deadline for the submission of PRs and issuance of POs for the fiscal year will be published annually by Finance and/or Procurement.
 - B. All POs issued in June for current fiscal year funding, will be issued electronically to the vendor (faxed if electronic orders are not accepted), and followed up with a phone call to ensure the vendor has received the order, and that the requirement can be delivered/provided by June 30.
 - C. A Final Open Purchase Order report will be distributed the first week of June by Procurement to request each department to, identify all POs (for their department) that are to be **Carried Over** into the next fiscal year or **Closed**.
 1. The department designee is to highlight POs to be carried over to next fiscal year, and mark them "**Carry Over**" beside it.
 2. Remaining open POs that should be closed are to be marked "**Close**" beside it. Once closed, it will be liquidated and the funds returned to the department's budget.
 3. Any open POs not marked "Carry Over" or "Close" will be liquidated when the year is closed out and funds will not be available for future spending.
 4. **All Blanket POs will be closed and should be marked "Close"**. New blanket POs need to be generated the beginning of each fiscal year based on the approved budget for specific items. This will eliminate budgets from being overstated and over spent at year end.
 - D. All incomplete Capital Project's with open POs will automatically be carried over annually until the project is complete. Once complete, it will be closed and remaining funds returned to Capital Budget.

eVA Quick Quote Ordering Procedures

Note: See eVA Quick Quote Buyer User Guide on the eVA website for detailed instructions or see Procurement for assistance.

Initiating an Order

1. Prepare and Issue Quick Quote Request in eVA or shop state contracts in "Shop Now".
2. When using Quick Quote, the user will receive quotes from vendors up to the close date and time indicated on the Quick Quote Request.
3. Users must evaluate the low cost vendor's submission for compliance with the request and specifications, substitutions/modifications, and delivery commitment that may be noted by the vendor.
4. Award to low cost provider, that meets specification, and submit "Award Evaluation".
 - A. **For Orders less than \$500:** Wait 15 - 30 minutes. Go to "Shop Now". Locate your requisition referencing the Quick Quote ID and Award ID. Review and make any necessary changes, then click Submit. The order will be sent to the vendor electronically after submitted in "Shop Now".
 - B. **All orders \$500 or greater** will be routed electronically to Procurement for approval after submitting in "Shop Now".
 - C. Prepare PR, obtain signatures, attach eVA quote summary ("download responses" from eVA Quick Quote evaluation screen), and submit to Procurement.

No order of \$500 or greater will be approved and placed until an approved PR is received by Procurement.

Order Placement

Upon receipt of an approved PR, the Procurement Manager will electronically review, approve and place the order through eVA.

1. **If less than \$500** and notified by eVA via email to place the order manually (some vendors do not accept electronic orders), print the eVA generated purchase order (identified in eVA as a DO), and fax it to the vendor. Do not place any other type of order (verbal or written).
2. **All eVA orders greater than \$500 will be placed by Procurement.**
3. An electronic copy of the County PO, PR, and the eVA Purchase Order (DO) will be emailed to you, by Procurement, for your records.

Receiving

Inspect all deliveries and test all electronics within two (2) business days of receipt.

1. Promptly notify the Procurement Manager if there is a problem with an order. She/he will address any unacceptable product/delivery problem with the vendor.
2. If the order is not received in a timely manner or by due date, contact the vendor directly and reference your backup documentation as proof of order.

Quote Documentation/Summary

To be used for purchases greater than \$500.00 and less than \$30,000.00

Purchases in the amount of \$0 to \$500 require no permanent documentation. Purchases in an amount \$500, up to \$3,500 (including shipping & handling) require a minimum of 2 documented oral quotes from qualified vendors. Quotes must be documented below. Purchases in an amount \$3,500 up to \$30,000 require 3 written quotes from participating vendors. Written quotes must be summarized below and attached to this document. Purchases > than \$30,000 must be obtained by the Procurement Manager through a formal procurement method.

		Vendor 1	Vendor 2	Vendor 3
Department	Quote Date	08/10/2009	08/10/2009	08/10/2009
Maintenance	Vendor Name	Acme Widgets	Widgets R Us	ABC Tool
Requestor	Phone/Contact	800-555-1212	800-555-1213	800-555-1214
Jane Doe	Promise Date	12/31/2009	8/20/2009	15 days from order
Product Description (Include model or item number, catalog number if applicable)		6", aluminum widgets, 6 sprocket, red		

Sole Source _____ Reason: _____
 Emergency _____

Item #	Qty	Description	\$/Unit	Total	\$/Unit	Total	\$/Unit	Total
1	25	6", aluminum widgets, 6 sprocket, red	.50	12.50	.40	10.00	1.25	31.25
2	1	Shipping & Handling		5.00		2.50		7.00
Total				17.85		12.50		38.25

Awarded To: Widgets R Us

Department Head Signature _____

ATTACHMENT B

**EMERGENCY PURCHASE VERIFICATION FORM
King George County/Service Authority/Schools**

Department Name: King George Service Authority_____

Delivery Location: Dahlgren Plant, 333 Kings Highway, King George

Source of Funds: (accounting codes)

Fund: 501__ **Department:** 82800__ **Line Item:** 3310_____

Materials/Services Purchased: _Repair Monitoring System for water treatment

Vendor Name: Water Equipment Specialists_____

Cost: \$15,000__

Shipping/Freight/Delivery: \$N/A_____

Total: \$15,000__

Reason For Emergency Purchase: Equipment broke and there is no way to monitor water levels. This could cause an over flow and burst all pipes.

It was a holiday and all businesses were closed._____

Date Emergency Occurred: July 3, 2009_____

Originator: Mann Wilson_____

Name and Title

July 6, 2009_____

Date

Approval: _____

Department Head/Superintendent

Date

ATTACHMENT C
PURCHASE REQUISITION FORM

Requesting Dept: Potomac Elementary School
Account Code: 002-250-61901-6000-370-462

Item#	Stock #	Description	Qty	Unit Cost	Total Cost
1	55443T	Blue Note Pads	12	\$ 2.58	\$ 30.96
2	55448C	5 Desks	5	\$ 200.00	\$ 1,000.00
3	58946D	6 Boxes of Envelopes	6	\$ 6.32	\$ 37.92
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Special Instructions/Delivery/Payment:				SUBTOTAL	\$ 1,068.88
Please deliver to Principals Office at 5000 Potomac Drive, King George, VA 22485 2nd floor, rm 222				FREIGHT	\$ 5.00
				TOTAL	\$ 1,073.88

Awarded Vendor's Name: Office Depot Vendor # 5555555
Vendor's e-mail: Orders@officedepot.com
Vendor's fax & phone: 540-777-9311 fax 540-888-6969
Requested By: John Hancock 540-555-7777
Name *Phone*
Requestor's e-mail: johnhancock@kinggeorge.gov

Staple any necessary attachments and forward to Purchasing

APPROVALS

<i>Department Head/Superintendent, etc / Date</i>	<i>School's Verification / Date</i>
<i>IT Manager (hardware/software) / Date</i>	
<i>Procurement Manager / Date</i>	<i>Date Received by Procurement</i>
<i>Finance (CIP) / Date</i>	<i>County Admin / Date</i>

ATTACHMENT D

NEW VENDOR SET-UP FORM
King George County/Service Authority/Schools

Date: August 5, 2009
Department Name: Treasurers Office
Contact Person: Ally Money
Phone Number: 540-555-8877

REMITTANCE INFORMATION: (for payment) must be completed to insure vendor receives prompt payment.

Vendor Name: We Collect
Vendor Address: 700 Washington Street
Money Town, UV 55555
Phone Number: 800-888-8888
Fax Number: 800-999-9999
E-mail Address: wantmoney@ccc.com
School Employee (Y/N) N
(Reimbursement purposes only)

ORDER INFORMATION: If purchase order goes to an address other than the payment address, please complete:

Vendor Name: _____
Vendor Address: _____

Phone Number: _____
Fax Number: _____
E-mail Address: _____

Federal ID Number: 54-222222 S.S. Number: _____

BUSINESS DESIGNATION (you must select at least one and it can be more than one):

- Individual Personal Service Corporation Partnership Sole Proprietorship
 Corporation Estate/Trust Non-Profit Organization Governmental Entity

PRINCIPAL BUSINESS ACTIVITY:

- Goods Only Services Only Goods & Services

FINANCE USE ONLY

Assigned Vendor Number: _____ Date: _____ Notified Department: _____

ATTACHMENT E

PURCHASE ORDER

KING GEORGE COUNTY
10459 COURTHOUSE DR
KING GEORGE, VA 22485-0000

** PURCHASE **
** ORDER NUMBER **
** 02368 **

DATE-2009/07/16

PAGE- 1 Batch # 1999

PHONE # 540-775-1657
FAX # 540-775-7692

VENDOR- INFILCO DEGREMONT INC 002767
PO BOX 758758
BALTIMORE MD 21275-8758

SHIP TO- KG SERVICE AUTHORITY
10459 COURTHOUSE DRIVE
SUITE 201
KING GEORGE, VA 22485

ORDER DATE- 2009/07/16 SHIP VIA-

REQUESTED SHIP DATE- 00000000 REFERENCE-

ITEM NO.	STOCK#	QUANTITY	UNIT ISSUE	DESCRIPTION G/L NUMBER	UNIT COST	EXTENDED COST
1		1	EA	Ballast 001-4-501-083000-6007- - -	655.500	655.50
2		1	EA	Ballast Board 001-4-501-083000-6007- - -	185.650	185.65
TOTAL COST						\$841.15

***** IMPORTANT *****

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL PACKING SLIPS, INVOICES, AND CORRESPONDENCE.
PLEASE ADVISE US IF YOU ARE UNABLE, FOR ANY REASON, TO SHIP ON THE REQUESTED DATE.
THIS PURCHASE IS EXEMPT FROM TAX UNDER PROVISIONS OF ALL STATE RETAIL SALES AND USE TAX ACTS.
THIS PURCHASE ORDER CONSTITUTES A CONTRACT FOR THE DELIVERY OF GOODS/S
ERVICES FOR THE PRICE INDICATED. THE PRICE LISTED ON THE ORDER IS THE
MAXIMUM AMOUNT AUTHORIZED FOR PAYMENT. NO CHARGES IN EXCESS OF THIS AM
OUNT WILL BE PAID WITHOUT WRITTEN APPROVAL OBTAINED PRIOR TO SHIPMENT.

ORDER TYPE- CONFIRMING

APPROVED BY- R Shugart

DATE- 2009/07/16

RShugart

ATTACHMENT F
CHANGE ORDER REQUEST FORM

Requesting Dept: Dept. of Recreation & Parks
Purchase Order #: 5459

Item#	Stock #	Description	Qty	Unit Cost	Total Cost
1	N/A	Add 2 additional swing sets to original order	2	\$ 2,250.00	\$ 4,500.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Reason for Change Order/Comments:				SUBTOTAL	\$ 4,500.00
didn't order enough swings and had the money in the budget. Need total of 5, original order was for 3.				FREIGHT	\$ 150.00
DELIVER to BANK STREET PARK, 222 Kings Highway, king george, 22485				TOTAL	\$ 4,650.00

Vendor's Name: Kings of Swings
Vendor's e-mail: kingsofSwings@aol.com
Vendor's fax & phone: 540-888-8989 fax 540-888-9995
Requested By: Timothy Jones 540-888-8888
Name Phone
tjones@kinggeorge.gov
Requestor's Email Address

Staple any necessary attachments and forward to Purchasing

APPROVALS

<i>Department Head/Superintendent, etc / Date</i>	<i>School's Verification / Date</i>
<i>IT Manager (hardware/software) / Date</i>	
<i>Procurement Manager / Date</i>	<i>Date Received by Procurement</i>
<i>Finance (CIP) / Date</i>	<i>County Admin / Date</i>