

A purchase order is an official document prepared by the buyer indicating types, quantities, and agreed prices for products or services. This document will help protect us and increase communication bilaterally. Additionally, it will help us maintain more accurate records and run a more efficient operation.

Purchase orders will enable us to verify that we are getting billed for the correct item(s) and price(s) by the vendor. We will also be able to verify that there are sufficient funds for the purchase, and that the funds are being spent within their guidelines. Additionally, we will be able to obviate purchases made outside the purchasing authority amount and verify that we have all necessary back up materials on file, such as phone bids.

The person responsible for the account will be able to monitor their group's purchases more closely and have a better understanding of how their funds are being spent. The responsible individual will sign and approve all purchases, which will alleviate excessive and/or unauthorized purchases. The person responsible for the account will also be able to ensure that purchases are being charged against the proper account.

With the increased communication, the overall efficiency of the process will increase as all the information we need is listed on the purchase order. This efficiency will enable us to process payments quicker, and the increased communication will help everyone be more informed. Overall, it should save us time and increase our accuracy.