



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
3/28/00**

**REVISION
4**

**PAGE
E4-140.0**

**SUBJECT
PURCHASE ORDERS**

SUB-TOPIC

UPDATING PURCHASE ORDERS FROM RECEIVING

Purchasing obtains daily realtime electronic receiving information via the Financial Information System (FINS) from the Receiving Department indicating the merchandise has been received. The receiving information initiates payment and the lack of receiving information indicates a problem. (See Expediting Procedure, E2-150.0.)

When a vendor delivers goods directly to a requisitioner, bypassing normal checks and balances, the receiving system, which keeps track of the status of purchase orders, becomes unbalanced. The requisitioner/account manager must notify the Receiving Department immediately. If not notified, the Accounts Payable Department cannot make payment and the Purchasing Department will initiate expediting procedures which are costly, time consuming and potentially embarrassing to the University.