

# Purchase Order (P.O.) – Preparer

*Refer to Procurement Policy Approved December 1, 2016, for full version*

A purchase order (P.O.) is a legal binding contract between ASI and a vendor. P.O.s are widely accepted in the business community. It verifies that funds are encumbered (set aside) from an appropriate account to pay the vendor once the goods and/or services have been adequately provided.

While some vendors require P.O.s and some are willing to provide goods or services without a P.O., it is highly recommended that all clubs and organizations always utilize a P.O. for their fund accounts and encourage the vendor to accept it. This ensures that funds will be available to cover the vendor's invoice. All P.O. Requests (P.O.s) are generally processed **within 3 business days** and handled as requested.

A P.O. does not provide payment to the vendor. After the goods have been delivered or services have been rendered, a DR with an original invoice is to be submitted to OnBase for payment against the PO. Payment will not be made without an original invoice. The only exception is when the services are rendered by either the ASI or the University. Payments will be automatically deducted from the account.

## Purchase Order Request Guidelines

### **A P.O. is required for:**

1. Purchases which cost \$5,000 or more, not including tax, for the following funds:
  - a. ASI
  - b. Instructionally Related Activities (IRA)
  - c. Bronco Student Center (BSC)
2. All purchases made from the University, Cal Poly Pomona Foundation, or Associated Students, Inc. (ex. room reservation, Conferences and Events, MDPK prints, etc.) for:
  - a. ASI
  - b. IRA
  - c. BSC
  - d. Agency Accounts

A P.O. is necessary for all services rendered by the Associated Students Incorporated, University or Cal Poly Foundation, regardless of the amount. This includes services provided by ASI

Conference & Events, MDP, Public Safety, Graphics, Kellogg West, Bronco Bookstore, and other Foundation services. To ensure full coverage of CPP University charges, an additional 5% should be added to all estimated charges.

A P.O. is NOT required when a vendor, performer, or artist is contracted for their services. ASI's Performance contracts represent a legal and binding agreement that can be offered to the vendor/performer/artist as a promise to pay. A P.O.R may still be used to encumber the funds to pay the contract.

\*For more information regarding Purchase Orders for on-campus vendors, please refer to the following infographic (on the next page).

# **PURCHASE ORDERS FOR ON-CAMPUS VENDORS GUIDE**

Please be sure to submit a Purchase Order (PO) for the following vendors:

## **01**

### **UNIVERSITY VENDORS**

Invoices for University vendors are sent to ASI's accounting team and paid through CPU transactions. These vendors include:

- Bronco Copy'n Mail
- CPP Facilities Planning & Management
- CPP Police & Parking Services
- CPP University Theatre
- Graphic Communication Services

Invoices for CPP Foundation vendors are sent to ASI's accounts payable team and paid through autopay transactions. These vendors include:

- Brew Works
- Bronco Bookstore
- Campus Catering
- Campus Center Market Place vendors
- Centrepointe
- Kellogg West

## **02**

### **CPP FOUNDATION VENDORS**

# 03

## ASI TRANSACTIONS

ASI transactions involve room rentals. Invoices for ASI transactions are sent to ASI's accounts payable team and paid through autopay transactions. These transactions include:

- BSC Room Rentals

\*Please note that ALL direct payments to vendors (on-campus or off-campus) that are \$5,000 or greater REQUIRE a PO submission (unless the vendor is a performer, guest speaker, or food cart vendor).

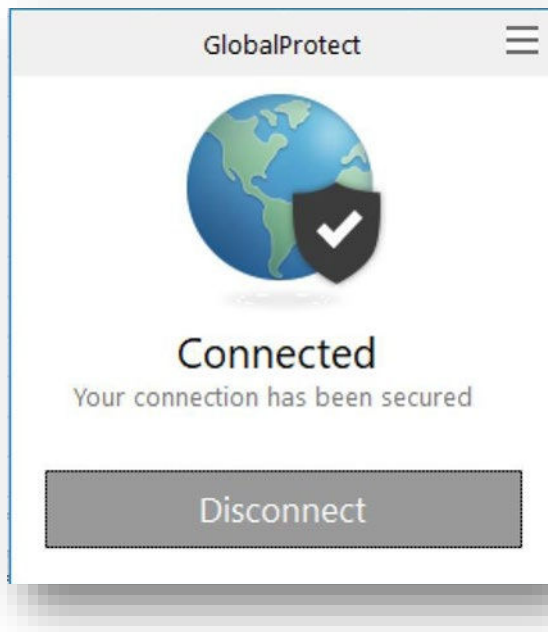
\*If a **PO is NOT** submitted for **CPP Foundation**, please attach a copy of the invoice (received from CPP Foundation) to a Disbursement Request (DR) form. If food is involved, we will also need a flier or list of attendees (with the date visible). Address the DR to CPP Foundation (regardless if the vendor is the Bronco Bookstore, an on-campus food vendor, etc.).

## Filling in the Purchase Order (P.O.) Form

1. Include the preparer's name, organization's name, preparer's telephone number and/or extension, and preparer's email address.
2. Include the vendor's name, address, and telephone number. The date of the event, if applicable.
3. Review the instructions on how to transmit the completed P.O.
4. Input the account number from which the funds will be held. If you do not know your account number, Financial Services can assist you.
5. Provide justification for purchase/the appropriate budget line-item number for budgeted groups.
6. Specify the quantity and a detailed description of the items or services to be provided.
7. Include the total dollar amount of the P.O., including sales tax and other charges.
8. Request the approval of your student representative, the approval of your advisor, and an authorized signer's email for contact.

## Starting PolyDoc – P.O. Preparer

1. **Starting PolyDoc:** Ensure you are connected the Cal Poly Global VPN (Virtual Private Network)



Link to download: [https://www.cpp.edu/~geodesign/data\\_access\\_vpn\\_win10.shtml](https://www.cpp.edu/~geodesign/data_access_vpn_win10.shtml)

2. Go to the PolyDoc site the ASI - Purchase Order Request Form link to create a request  
[OnBase Purchase Order Link](#)

ASI Financial Services – Forms & Instructions Webpage:  
<https://asi.cpp.edu/financial-services/forms-instructions/>

- **Accessing Your Funds**

- [Fundamentals of Club Accounts](#)
- [Disbursement Request Preparer \(OnBase\) | DR Preparer OnBase Instructions](#)
- [Disbursement Request Reviewer \(OnBase\) | DR Reviewer OnBase Instructions](#)
- [Purchase Order Preparer \(OnBase\) | PO Preparer OnBase Instructions](#)
- [Purchase Order Reviewer \(OnBase\) | PO Reviewer OnBase Instructions](#)
- [Gift Card Decision Tree](#)
- [DoorDash Steps | DoorDash Meal Credit Recipient List](#)



3. Please use your regular credentials to log in.



4. Complete the Purchase Order (P.O.) form. Please, refer to the next bullet points which will discuss this process in more detail.



5. Object Code Options (for clubs/IRA/councils):

**8000** - General Expenses for Clubs

**8288** - In-state travel

**8289** - Out-of-State Travel

## PURCHASE ORDER REQUEST - Clubs & Organizations

California State Polytechnic University, Pomona



**ASICPP**

Financial Services

### PURCHASE ORDER REQUEST - Clubs & Organizations

For screen reader users, please press spacebar to attach documents in the Purchase Order attachment section.

If ordering food, must attach: List of anticipated attendees. If a public event, attach flyer listing detail.

#### ACCOUNT INFORMATION

Fund	Account Number*	Object Code*
3	3S0123	8211

Account Name / Organization

Sample Club

Description

SUPPLIES & SERVICES - PROGRAM

## PURCHASE ORDER REQUEST INFORMATION

Vendor Name \*

Cal Poly Pomona Foundation

Ship To (If not Building 35, please correct) \*

Building 35

Address \*

3801 W. Temple Ave.

Address

CAL POLY POMONA 3801 W. Temple Ave Pomona, CA 91768

City \*

Pomona

State \*

CA

Zip Code \*

91768

Phone # (Numbers Only)

9098694268

Date of Event (If applicable)

7/1/2022

## JUSTIFICATION FOR PURCHASE: (Limited to 30 Characters)

Purpose / Justification \*

Food Boxes for Event

- A. **Budget Line (ASI & IRA):** When reviewing A DR prior to processing, ASIFS staff verify that the transaction matches a line item on the current active budget for each club, organization, and IRA group (any account beginning with “1” for clubs, “4” for IRA groups). Therefore, it is necessary to state the line-item number within this section of the DR (only if an ASI account number is used for the DR).
- B. **Alternate Account Number Section:** If splitting the expense between multiple accounts (that belong to the club), then select “Alt Acct #” beside the transaction.

ORIGINAL DOCUMENTATION AND DESCRIPTION OF PURCHASE (Limited to 30 Characters)					
Quantity *	Description #1 *	Unit Price *	Total Amount	<input type="checkbox"/> Alt Acct #	
50	Sandwich Boxes	10.00	500.00		
Alt Acct #		Alt Obj Code			
Quantity	Description #2	Unit Price	Total Amount	<input type="checkbox"/> Alt Acct #	
			0		
Alt Acct #		Alt Obj Code			
Quantity	Description #3	Unit Price	Total Amount	<input type="checkbox"/> Alt Acct #	
			0		
Alt Acct #		Alt Obj Code			
Quantity	Description #4	Unit Price	Total Amount	<input type="checkbox"/> Alt Acct #	
			0		
Alt Acct #		Alt Obj Code			
Quantity	Description #5	Unit Price	Total Amount	<input type="checkbox"/> Alt Acct #	
			0		
Alt Acct #		Alt Obj Code			
Quantity	Description #6	Unit Price	Total Amount	<input type="checkbox"/> Alt Acct #	
			0		
Alt Acct #		Alt Obj Code			
Quantity	Description #7	Unit Price	Total Amount	<input type="checkbox"/> Alt Acct #	
			0		
Alt Acct #		Alt Obj Code			
Office Use Only			Subtotal		
			500.00		
Office Use Only			Shipping & Handling		
Office Use Only			Tax		
Office Use Only			Total		
			500.00		

6. To attach any supporting documents - scroll down to the Supporting Documents section. Select Attach ASI – Purchase Order Supporting Documents.
  - a. P.O. attachments are typically quotes/estimates.
  - b. DO NOT attach an invoice!
  - c. If you have an invoice, submit a DR, instead with the invoice as an attachment.

**Attachment Instructions**

You may select the attachment button multiple times to add multiple supporting documents if needed.

**If ordering food, must attach: List of anticipated attendees. If a public event, attach flyer listing detail. (10 MB per file limit. If you are unable to submit an attachment please contact ASI for alternative submission methods)**

ASI - Purchase Order Supporting Documents

**Attach ASI - Purchase Order Supporting Documents**

**COMMENTS**

Preparer's Comments

P.O.s must be submitted with all necessary supporting documentation to be processed.

- A. A completed P.O. will contain a quotation and estimates from the vendor which the goods are being purchased or a service is being provided.

Please note there is a difference between a quotation and an invoice. If the document says “invoice”, a P.O. will not be necessary. Instead, a DR must be filled out.

- B. If the P.O is being used to purchase food, then an event flyer or list of anticipated attendees must be attached as well.

Once a P.O. is turned into OnBase, allow 3 business days to process the official P.O. The actual P.O. may be sent to the vendor or returned to the originator.

After the goods have been delivered or services have been rendered, except for automatic payments to the ASI and the University, an original invoice is to be submitted to Financial Services for payment against the P.O. Payment is not made without an invoice. The invoice must have an approved Disbursement Request (DR) attached referencing the Purchase Order number.

7. Complete this area of the form and submit the P.O.

**Preparer's Signature**

Preparer	Date	Permanent Email Address *
SKNIESL	07/27/2022	SKNIESL@cpp.edu

Phone Number (Numbers Only) \*

9098692800

Do you want to add a second email address? \*

Yes  No

If the vendor is Cal Poly Pomona University, Cal Poly Pomona Foundation, or Associated Students, Inc. (including Bronco Student Center), we authorize the ASI Financial Services Office to deduct the invoice amount directly from our account.\*

**Save/Submit**

8. Once you receive the final invoice for the transaction, please, submit a DR with the invoice as an attachment.