

PURCHASING PROCEDURES - OPEN PURCHASE ORDERS**DEFINITION AND PURPOSE:**

An "Open Order" is a purchase order that is issued to a selected vendor for the purpose of allowing staff members to purchase on a continuing basis for the life of the order. It can be used for convenience buying of small quantities of materials which are not adaptable to warehousing or consolidation for quantity discounts or competition.

PROCEDURE:

1. A Purchase Requisition shall be submitted through regular channels stipulating dollar amount and showing those names that are authorized to purchase against that order.
2. An open order is issued for one specific vendor.
3. Maximum purchase on an Open Order will be no more than \$500 unless authorized by the Director of Purchasing and Warehouse Services.
4. Equipment shall not be purchased using an Open Order.
5. Staff members shall sign the Packing Slip or Invoice for all materials purchased. It is then routed to the Department Supervisor for his approval, initialing, and account number. It shall then be routed to the Accounting Department.
6. The Open Order number shall appear on all Invoices.
7. All items purchased must be described thoroughly. Catalog numbers alone are not acceptable.
8. Increases to an existing open order will be approved by the Purchasing Department after receipt of a signed, approved Change Order form.
9. Open Orders shall be cancelled on June 30 of each year.
10. Requisitions to establish Open Orders for the new year shall be due on June 1 of each year.
11. It shall be the responsibility of the Department Supervisor to stay within budget and legal limitations.
12. Purchases may be made by either direct selection and pick up at the vendor, or by verbal order for a shipment to the warehouse or department.