POLICY

Materials Management issues purchase orders for purchasing requisitions. Standard payment terms are 30 days after receipt of invoice.

The Medical School is not responsible for payment of any invoice received where a purchase order number was not obtained.

PROCEDURES

1. The approved electronic or manual requisition is assigned a purchase order number and is entered into the purchasing system. The Purchase Order is generated electronically based on the information presented on the requisition.

2. The order is placed by sending a Purchase Order to the Vendor by Electronic mail or phone. The Purchase Order instructs the vendor to send the invoice to Accounts Payable and to include the purchase order number on all invoices.

3. A copy of the Purchase Order is retained by the Materials Management Department and filed as a control copy.

4. If a department is unable to place requisitions electronically, a printed copy of the Purchase Order will be sent to the Ordering Department for their reference files.

5. Materials Management enters all receiving information in the purchasing system.
POLICY

In an emergency, when an order must be placed immediately, the Materials Management Department may release an “Reserve Purchase Order number” prior to receiving the requisition. This enables the order to be placed but does NOT circumvent the normal procedure of completing a requisition.

Equipment may not be purchased with an Reserve Purchase Order.

A department’s recurring failure to submit the purchasing requisition where an Reserve Purchase Order number is received, may lose the privilege of the Reserve Purchase Order System.

PROCEDURES

1. For OneSource users, refer to the OneSource Procurement/Accounts Payable Manual.

2. A requisition must be completed, approved by the Divisional Business Office and sent to Materials Management.

3. The approved requisition is processed into a Purchase Order.

4. The requisitioner is contacted by Materials Management with the Purchase Order number.

5. The requisitioner must notify Materials Management when the goods have been received or the services have been provided.
POLICY

A Master Blanket Purchase Order should be requested when a department wishes to maintain a dollar control on the goods or services from a particular vendor. It establishes a “fund” and deducts from the total available each time it is used.

The Materials Management Department has the final authority to determine which requests are appropriate for a Master Blanket Purchase Order.

Please note: True Standings are requests for a fixed amount of a product to be delivered on a set schedule at a fixed price. An example would be a set of controls or reagents needed for a project that requires the exact same lot number each delivery to insure the validity of the project. These purchase orders are standard purchase orders not blanket orders (see “Standard Purchase Order”: Section 2.12.1).

PROCEDURES

1. The procedures for obtaining a Master Blanket Purchase Order are the same as for a regular Purchase Order except that the requisition must clearly indicate that a Master Blanket Purchase Order is requested. A requisition to replace an existing Master Blanket Purchase Order must include and clearly identify the number of the Purchase Order that is being replaced.

2. A dollar limit for the Master Blanket Purchase Order must be identified in the body of the requisition.

3. The approved requisition is processed into a purchase order and sent to the Vendor.

4. The Master Blanket Purchase Order number assigned must be referenced on all packing slips, invoices and correspondence issued from the vendor.

5. All Master Blanket Purchase Orders automatically expire at the end of each fiscal year unless otherwise indicated. It is the responsibility of the individual department to request new and replacement Master Blanket Purchase Orders at the start of each fiscal year. These requests should be sent to Materials Management in April of each year to provide for negotiations with Vendors and processing time.
POLICY

All merchandise except for furniture, equipment requiring vendor installation, live animals, radioactive materials, gases, control substances, office supplies (Boise Cascade) and items to off-campus satellite locations is to be shipped directly to Central Receiving: Eastern Virginia Medical School, 714 Woodis Avenue, Norfolk, Virginia 23510. Exceptions must be discussed with the Director of Materials Management before shipment is arranged so that proper delivery instructions can be noted on the purchase order.

Goods or services received without a purchase order are the responsibility of the individual placing the order. The Medical School is not responsible for payment of any invoice received where a purchase order number was not obtained.

PROCEDURES

1. When the merchandise is received in Materials Management, a receiving clerk, with the aid of the vendor's shipping form, inspects the order for accuracy and the merchandise for damage. If the material is received as ordered, a two-part Proof of Delivery (Receiving Report) form is prepared.

2. An order of technical equipment that must be unpacked and inspected by a technician or vendor representative should be so noted on the original purchasing requisition. When that equipment is delivered to the requisitioning department, it must be unpacked and inspected within two working days. The Medical School's Central Receiving Supervisor must be advised (446-5225) as to the results of the inspection.

3. Receiving information is transmitted and matched electronically to generate payment of invoices.

4. When goods are not delivered directly to Central Receiving in the Materials Management Department, the Materials Management Department must be notified in order to complete their records and receive the items on the Purchasing System. Accounts Payable cannot process an invoice for payment unless the receiving information is entered into the Purchasing System. This also applies to services rendered where the Materials Management department does not know when the services are completed. It is the responsibility of the requisitioner who receives the goods or services to notify the Materials Management Department.
5. All equipment with an original purchase cost of over $1,000 is tagged with a blue numerical property tag and will be inventoried. Equipment with an original purchase cost between $500 - $999 is tagged with a red numerical property tag and is subject to periodic inventory. Equipment with an original purchase cost under $500 is tagged with a black numerical property tag. Materials Management maintains a perpetual equipment and furniture inventory listing based on recorded fixed asset in OneSource procurement system.

6. The merchandise is delivered to the requisitioner.

7. The requisitioner inspects the merchandise received and compares it to the Proof of Delivery (Receiving Report). If everything is in order, the Proof of Delivery (Receiving Report) is signed. One part is kept by Central Receiving and filed in Materials Management along with the Purchase Order and one part is retained by the requisitioner.

8. All invoices should be mailed directly to Accounts Payable. If a department receives an invoice in error, it must be forwarded to Accounts Payable immediately.
# EASTERN VIRGINIA MEDICAL SCHOOL
## FINANCIAL AFFAIRS POLICIES AND PROCEDURES
### PURCHASE ORDERS

## RETURNED MERCHANDISE 2.12.5

**POLICY**

All returned goods must be processed by the Materials Management Department.

**PROCEDURES**

1. For OneSource users, refer to the OneSource Procurement/Accounts Payable Manual.
2. Request for Returns form can be completed electronically through Materials Management’s intranet site.
4. Materials Management coordinates the return of the merchandise.
5. The vendor subsequently issues a credit invoice or exchange memorandum directly to Accounts Payable.
6. When the vendor requires a restocking fee, the fee will be charged to the department returning the merchandise.

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**Approved: Board of Visitors**  
**Approval Date:** 06/10/03  
**Procedure Revision Date:** 06/30/97