



Doing Business @ CSUSM

Business Managers Round Table

Communication made easy!

Finance and Business Services
See DB@CSUSM at <http://www.csusm.edu/fbs/>

DB@ CSUSM Has My Purchase Order Been Issued Yet?

DATE: September 13, 2004

TO: Deans, Department Chairs, Managers and Department Business Officers

FROM: Art Torres, Director, Procurement & Support Services

- Upon the conversion to PeopleSoft Finance on July 1, 2004, the University began the electronic routing of purchase requisitions from departments to the central Procurement & Contracts Office. Procurement & Contracts is responsible for completing requisitions, turning them into purchase orders, and issuing the orders to vendors.
- Because vendors are selected by the University based on many criteria, the vendor identified by the department *may* not be the vendor ultimately selected to fill the order. To avoid confusion about an order being placed with a vendor, please follow the steps outlined below.
 1. *Purchase requisitions* are received by Procurement & Contracts electronically and assigned to one of the Buyers. When assigned to a Buyer, the purchase requisition number is assigned a purchase *order* number. Assignment of a purchase order number does *not* mean that the university has issued the order or made a contractual commitment to a vendor.
 2. *To check whether a purchase order has been placed with a vendor:*
 - Click on "Review Purchase Order Information" Purchase Orders and check the "PO Status"
 - If the status is "Open" and Budget Status is "Not Checked", the purchase order *has not been* completed nor sent to the vendor.
 - If the status is "Dispatched", and the Budget Status is "Valid", the purchase order has been issued to the vendor. Only then is the PO valid and completely processed.
- Please remember that only Procurement & Contracts has delegated authority to issue University purchase orders. To eliminate confusion, please do not provide suppliers with purchase order numbers or other order documentation. Please refer suppliers to us.
- If you have any questions, please contact Barbara Sainz, x4449.

Finance and Business Services (FaBS)

... One of the Finance & Administrative Services Families

AVP's Office · Accounting Services · Accounts Payable · Accounts Receivable · Cash Management · Cashiers · FAS Systems Operations
Development · Financial Aid Business Operations · Financial Reporting · Materials Management & Mail Center · Payroll · Procurement &
Contracts · University Controller's Office