

## PROCESS FOR ISSUING A PURCHASE ORDER NUMBER

A purchase request form is submitted by one of eight people:

- Township Supervisor
- Township Clerk
- Township Treasurer
- Township Trustee (2)
- Township Fire Chief
- Township EMS Co-Captains (2)

An approvable purchase request must be in accordance with established Township policies and procedures.

An approvable purchase request form must include a budget account with funds available.

A purchase order number may be issued by one of three township purchasing agents:

- Township Supervisor
- Township Clerk
- Township Treasurer

A Purchase Order number will be ten digits in the following form:

YY-FFMMDD-NN

YY = Year (e.g., 21)

FF = Fund (e.g., GF, AF, FF, etc)

MM = Month (e.g., January is 01)

DD = Date (e.g., 10)

NN = Number (issued in sequence starting with 01, then 02, and so on)

So, the first approvable purchase request from the General Fund on January 10, 2021, will be assigned a purchase order number of "21-GF0110-01"

Once issued, a Purchasing Agent will log the information into a spreadsheet maintained by the Township Clerk. A copy of the completed purchase request form will be provided.

Once the invoice arrives from the vendor, the copy of the completed purchase order form shall be attached and processed accordingly.

Individual purchases outside of the purchase order process may be disapproved by the Township Board. The Township Board may sanction individuals if they make obligations that exceed or otherwise ignore purchase order limits.