**Purchase Order Process**

**Scope**

Processes covered include:

1. Issuing of Purchase Orders
2. Recording and Filing of Purchase Orders & Contracts
3. Matching of Purchase Orders to Invoices Received from Clients
4. Reconciliation of Purchase Orders & Contracts to what Stanley has paid (for final Holdback release)

**Purpose**

The Purpose of these changes are to:

1. Streamline the current processes – saving all of us time.
2. Improve controls in relation to project expenses that have been authorized

**Purchase Order Issue Process**

1) Please go to your Caisnet Desktop.

2) In there you should see a folder called "Stationary"

3) Within that folder you will find an email (each of you has one named after you and with your signature).

4) On half of your computer monitor, please have this folder open and on the other half, have your mailbox open. If you drag, your file to the toolbar at the top of the screen, that email format is available for you to use anytime you need to issue a PO - just click on it, enter the email address of the person you want to send it to and paste the line in from the PO Register..

Please try it out - it will save you a chunk of time each time you do it!

**Purchase Order Filing Process**

As we are all on the PO register, there is no need to file the actual Purchase Orders into the Accounts Payable folder. We just use the register. Please note: do not delete the PO email but save it in some archive folder for future reference.

Contract Amount Entry in the PO Register

Contract values for each subtrade should be entered into the PO Register by the Project Managers as soon as possible in the project as well as any change orders (that do not have an associated PO) that are issued throughout the project.

**Matching of Invoices to PO’s issued**

As part of each Project Manager’s coding of invoices, the PM must ensure that a PO covers off the invoice. If no PO (or contract) exists, the Invoice should be rejected.

**Reconciliation of Purchase Orders & Contracts to what Stanley has paid (for final Holdback release)**

The Accounting Departments will compile a register of all payments made to each supplier and the amounts outstanding (e.g. unpaid holdbacks). The Project Managers will then take that report and compare it to the Purchase Order register to ensure the overall Contracts and Purchase Orders for each subtrade match. If the numbers reconcile and there are no outstanding deficiencies or chargebacks, the holdback funds should then be approved for release.