

The purpose of this regulation is to set forth the procedures for ordering of goods, merchandise, or services, as well as subsequent receiving standards. In addition, the State of West Virginia Purchase Order form instructions are outlined, along with institutional authorized signature approvals. These procedures are required for compliance with State law, State Purchasing Division, West Virginia Council for Community & Technical College Education, Higher Education Policy Commission, and auditing standards.

The employee, who initiates the PO form, as designated by signature in the “requested by” section, will be identified as the “originator.”

3. Required sections to be completed by originating employee are designated in “light blue” color on the PO form. Specific section titles are listed below, with explanation where appropriate. Optional areas, to be completed only if requester knows information, are printed in script format.

Vendor Name and Address

Does vendor accept Purchasing Card (P-Card)? Yes or No (If known)

Vendor Federal Employer Identification Number (FEIN), Phone and Fax numbers
(Note: FEIN Number is only needed for Vendors that the College has NOT used in the past.)

Request Date

Encumbered (If the Purchase Order is being paid from more than one departmental budget, or more than one fund, please indicate the breakdown by fund and/or

containers from a carrier under any circumstances. When damage is obvious to the packaging, the College's receiving staff will refuse the order when it is delivered.

25. **FOB SHIPPING POINT:** The front desk receiving staff should document all losses or damage on receiving papers, sign and have driver sign. All merchandise should be retained in the condition in which it was received. The originator or ordering department is responsible for notifying both the carrier and vendor in writing and by telephone within five (5) working days. A copy of this written notification shall be forwarded to the Business Office.

26. **FOB DESTINATION:** If the damage becomes evident when unpacking, the originator/receiver should stop the unpacking; retain all merchandise and package(s) in exactly the same condition as received. The receiver is responsible for notifying the vendor