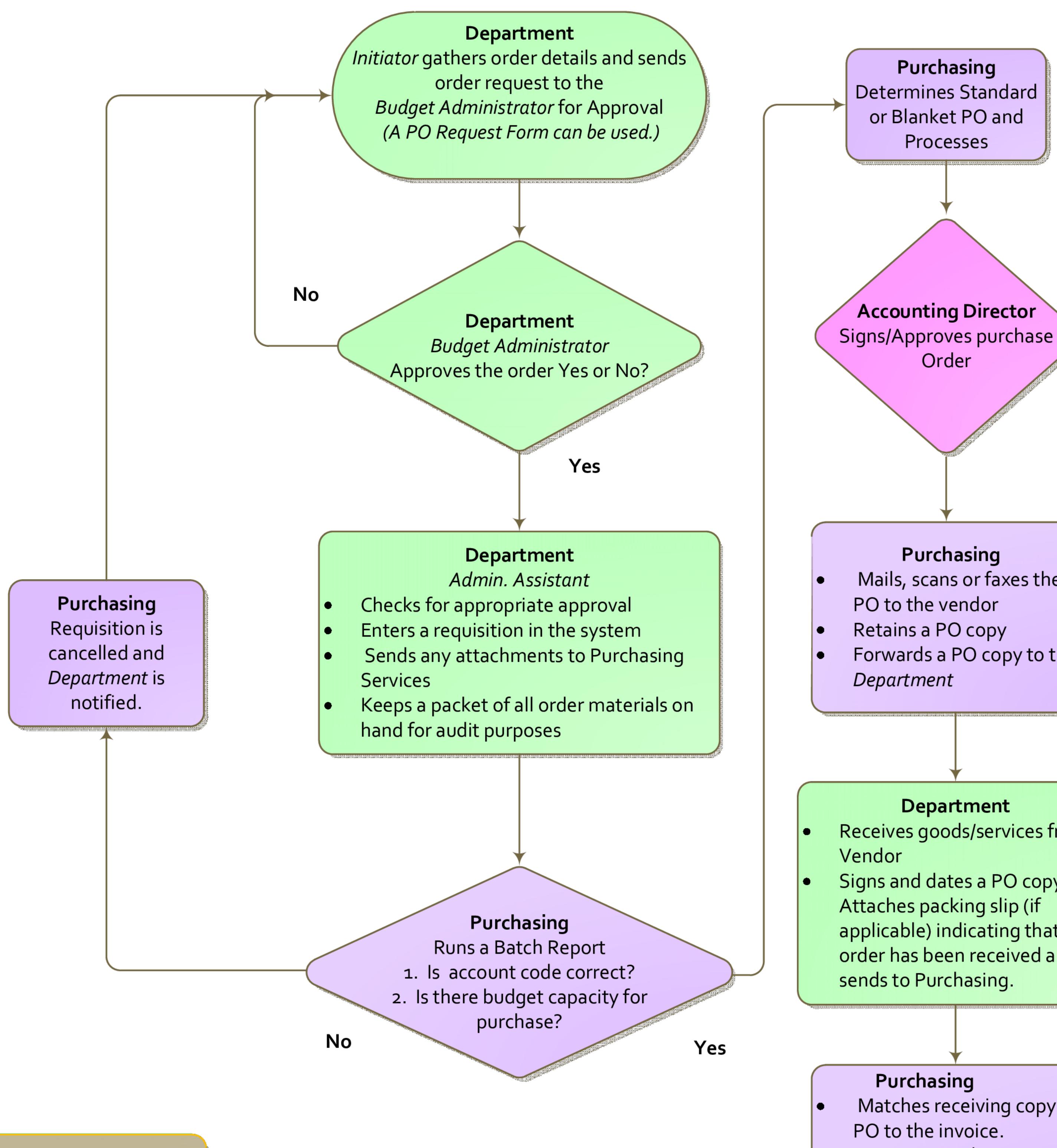
### Purchase Order Process Flowchart



## Color Legend

Accounting Director

Purchasing

Department

Accounts Payable

Purchase Order	
Legend	
Symbol	Description
	Process
	Decision
	Start/End

# Purchasing

- Mails, scans or faxes the PO to the vendor
- Retains a PO copy
- Forwards a PO copy to the Department

### Department

- Receives goods/services from
- Signs and dates a PO copy Attaches packing slip (if applicable) indicating that the order has been received and sends to Purchasing.

#### Purchasing

- Matches receiving copy of PO to the invoice.
- Receives goods/services online.
- Makes any needed adjustments to the PO.
- Forwards to AP for payment processing

Accounts Payable

Pays invoice and files payment packet in vendor file.