

# **EECS PURCHASE ORDERS for Grant/Business Office**

## **Account Manager:**

- ◆ Determine account, check for funds/swaps/IOUs/, and approve (date stamp and initial).
- ◆ Pass on to Administrator to be entered electronically or typed.
- ◆ Submit/Approve electronic POs and obtain signatures on typed POs.
- ◆ Return to administrator to be mailed, etc.
- ◆ When dept copy returned, file for updating on account.

## **Business Administrator:**

- ◆ Assign reference #.
- ◆ Enter outside vendor POs in EOS electronic system and forward to the Account Manager who originally turned in the PO. or typed POs for internal vendors (i.e. Microstation, General Store, etc.) and return to Account Manager.
- ◆ Print/Fax/Mail electronic POs upon approval. Split & mail typed POs.
- ◆ Make copies of all POs which contain equipment which is to be tagged (UFAS code 6400) and give to inventory control specialist.
- ◆ Attach back up to departmental copies and return to appropriate Account Manager.