

# 4

## Purchase Checkpoints

### 1 Do you have money in the applicable budget line?

**Tip:** Any budget amendments that are in progress can affect the availability of budget lines and money in budget lines.

**Tip:** Your bureau administrator can provide guidance about what good and services can be purchased with what line items.

### 2 Is a contract in place with the vendor you want to purchase goods/services from?

**Tip:** Speak with your bureau administrator and/or procurement to identify if a current contract exists throughout the commission.

**Tip:** It can take upwards of a month to get a contract in place.

### 3 Has a PO been opened with this vendor on this budget line?

**Tip:** An encumbrance report can tell you how many PO's have been opened on each of your budget lines

**Tip:** Any money that is put in a PO is not available to use for other purchases even if money is still in the PO

### 4 Have you provided the PO number to the vendor?

**Tip:** Even if you provide the PO number to the vendor when you first make a purchase, be sure to let them know that this number must be on the invoice in order for it to be paid.

**Tip:** You may want check in with the vendor after a week or two to ensure they submitted their invoice to BPHC AP and they have included the PO number.