



## Select Updated Fiscal Procedures

### Updated Purchase Request Process

When preparing a purchase request it is important that you complete all sections of the form. The form can be found on the CEO Intranet; it is linked in the header menu, off the fiscal menu, and on the fiscal page.

1. "Requester" refers to the person filling out the form and ultimately requesting the items.
2. "Requester E-mail" refers to the CEO email account of the requester; please take care to ensure that email addresses are entered fully and correctly.
3. Select the appropriate program from the drop down list.
4. "Vendor" refers to who the check needs to be written to.
5. "Vendor address" refers to the complete address where the check should be mailed to. Please include this information if known.
6. In the "General Description" text box, please enter a general description of the items being requested.
7. In the "Total Amount" text box, please enter the total dollar amount of your request.
8. **Special instructions are very important.** This is where you should put if just a PO is needed or if a check is needed and when it is needed by. This is also where you should specify a delivery address if ordering office supplies or where you should detail the specific program/funding if there are multiple streams that fit under the program selected above.
9. **Backup, such as a registration form, shopping cart, or other documentation that supports the amount requested [quote, order summary, etc] needs to be attached to the Purchase Request. Please note this is a required field and the request cannot be submitted without an attachment.**
10. Once the form is completed, click Submit. This will generate an email to the program supervisor/director detailing the purchase request. The supervisor must then say they approve the request and must forward the approved purchase request to [POApproval@ceoempowers.org](mailto:POApproval@ceoempowers.org).
  1. Supervisors that will be out for more than one week must notify the fiscal office of their purchase request approver delegate so that updates may be made to the workflow.
11. Please be sure to allow adequate time for fiscal to process this request **especially for checks. Adequate time means 2 weeks from the date the approved request is received by fiscal.**
12. When you receive your purchase order back, you can then make your purchase. If the actual purchase is higher than the amount of your PO, you do not need to get a new PO as long as the excess is less than 10% of the amount you originally requested. If the excess is greater than 10% of the amount you originally requested, complete another purchase request for the difference and go through the same steps above.

## *Updated Process for Ordering Office Supplies*

We have engaged a consultant to bid out all office supply purchases. Purchase requests submitted for office supplies will be bid out and then ordered directly through the winning bidder by the fiscal department. You will no longer receive a completed and signed purchase order for these items. Your requested items should be delivered directly to you in a reasonable timeframe, typically within two weeks. If there are issues with the delivered items, it is critical that you notify Bridget in the fiscal office so that corrections can be made.