

# Treasure Valley Community College

Code: DK-AR  
Adopted: 3/1/99  
Readopted: 10/14/09; 3/30/10  
Orig. Code: AR 300-5

## **Purchase Orders and Check Writing**

Each department on campus will be able to select no more than three major vendors for the school year for “open purchase order requisitions.” A signed and approved requisition must be processed each month for these vendors in order to establish open purchase order accounts.

In cases where employees find themselves in an emergency situation and must handle a transaction immediately or at the “last minute,” the Business Office will, upon presentation of receipt/s, description/s and account number/s, reimburse any college related expense incurred without a requisition for up to \$50.00 in cash over the counter. This does allow department needed flexibility in their day-to-day operations. However, this activity should be held to a minimum as planning through the requisition process is the desired mode of operation. Overuse/abuse of this procedure may result in the termination of this service and then will require properly approved requisitions processed through normal channels. This service will be available only to regular college staff and not available to work study students or temporary part-time staff.

The Business Office will establish annually a schedule for the issuance of checks with modifications made during holiday weeks, summer hours, etc. Requests for checks must be in the Business Office no later than 9:00 a.m. of the scheduled check day in order to insure issuance of said check on that same day.

Purchase orders will be printed and distributed as scheduled on an annual basis by the Business Office, again with necessary modifications to allow for holiday weeks, summer hours, etc. There will be occasional accommodations made for the verbal issuance of a purchase order number, specifically in the case of travel/airline tickets, but that will continue to be done only when a signed, administratively approved requisition is presented to the Business Office.