

Instructions for On-line Receivers & Receivers on Purchase Orders

Regular Purchase Order - On-line Receiver on Peoplesoft

Regular Purchase Order (PO) generated via on-line requisitions, need a 3-way match in order to pay the vendor:

- a. Vendor Invoice for goods/services rendered.
 - b. On-line receiver processed on Peoplesoft by ARC Receiving Department
 - c. Payment Voucher processed by DO-Acctg Ops to pay Vendor Invoice
1. When merchandise/goods are received or services rendered and complete, the Department should send an email to ARC Receiving Clerk at ARC Receiving department to process On-line receiver on Peoplesoft. Include Purchase Order Number on email subject line for easy reference.
 2. The vendor will send an invoice to DO or ARC. If the department receives the invoice, email invoice to DO-acctg_ops@losrios.edu for payment processing.
 3. DO-Acctg Operations will process a voucher to pay the vendor invoice.
 4. Once all three (3) items are processed (3-way match,) a check will be printed to pay the vendor. JP Morgan Chase Bank will mail the check directly to the vendor.

Blanket Purchase Order (BPO) – [Blanket Order Release \(BOR\) Form](#)

1. The receiver for Blanket Purchase Order (BPO) is the Blanket Order Release (BOR)
2. Complete all information on form (BPO Number, Vendor Name, Description, Amount, Valid Budget)
3. If using a Categorical budget Fund 12, type in the categorical information (Program Name, Project Grant Number and Program Goal/Explanation) and get approval from the Program Director/Coordinator
4. Type in the Requestor Name
5. Type in the Department Dean Name
6. Dean will forward Blanket Order Release (BOR) Form and any back up documentation (Invoice/Sales Order Receipt) to acctg-ops@losrios.edu email and copy **ARC BSO Purchasing email**.

If Using Campus Based Funds:

1. Complete Steps 1-4 and submit to Dean or Other Authorized Signer for approval.
2. Dean or Other Authorized Signer will forward approved BOR and any back up documentation (Invoice/Sales Order Receipt) to **ARC BSO Campus Based Funds email**