

New Service Purchase Order Process

Effective December 2020

A new status is being added to the Purchase Order ***READY TO PROCEED***

- The Purchase Request is created and sent to the Warehouse.
- The warehouse verifies approvals, contractor, and budget.
- Warehouse sets status to ***READY TO PROCEED***
- Purchase Order will show in the current query - ***PO APPROVED TO SCHEDULE CONTRACTOR***
- Supervisor contacts contractor to start work
- Supervisor changes PO status to ***SERVICE ORDERED***
- PO moves to a new query – ***SERVICE ORDERED***
- Shop changes PO status to Pending Invoice