



<p>Team Name: Logistics & Supply Chain Management</p> <p>Team Lead: Regional Manager Logistics & Supply Chain Management</p> <p>Approved by: Vice President Corporate Services</p>	<p>Reference Number: ORG.1710.PL.005</p> <p>Program Area: Logistics & Supply Chain Management</p> <p>Policy Section: General</p>
<p>Issue Date: May 29 2015</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Purchase Orders</p>

POLICY SUBJECT:

Purchase Orders

PURPOSE:

Southern Health-Santé Sud requires all purchases to be made on a duly authorized serial numbered purchase order form, in order to ensure the efficient process of invoice matching and making payment for goods and services in an accurate and timely manner.

BOARD POLICY REFERENCE:

Executive Limitations (EL-01) Global Executive Restraint & Risk Management
 Executive Limitations (EL-05) Financial Conditions & Activities
 Executive Limitations (EL-07) Corporate Risk

POLICY:

The purchase of materials, supplies, services or equipment must be made on a duly authorized, serial numbered purchase order form. The purchase order form may only be issued by authorized staff and must be supported by a purchase requisition document as outlined under policy [ORG.1710.PL.001 Purchase Requisitions](#) prior to entering into a financial commitment for any and all procurement of goods and services.

Logistics & Supply Chain Management will review and determine the most appropriate method to facilitate the purchase.

Purchase Orders are manual or automated.

1. Automated Purchase Orders
 The MRP system will generate automated purchase orders (Regional Distribution Centers only).
2. Manual Purchase Orders
 Manual purchase orders will be used for all purchases, except those generated at a Regional Distribution Centre. Manual purchase order books can be ordered from the Regional Distribution Centres.

When processing a manual purchase order the Vendor will forward the invoice to the Purchaser. Once the Purchaser receives the invoice, he or she will confirm with the receiving individual to ensure that the items were received. If the quantity and price match, the Purchaser will attach the purchase order to the invoice. The Purchaser will then send the documents to their designated accounts payable clerk for payment processing.