

## **PURCHASE ORDER POLICY**

Sound business management of Gamehaven Council requires that a purchase order system be in place to control expense obligations that our council accrues. At this time anyone who needs to order supplies, program items, patches, etc. that the Council is expected to pay for is required to request a purchase order. By anyone, we are referring to council staff and volunteers handling special events, activities or the day to day operations of Gamehaven Council. All requests for purchase orders must be approved by the Scout Executive or Designee before the item(s) are purchased. Anyone non-compliant with this policy will pay for the item purchased.

### **HOW DO I REQUEST A PURCHASE ORDER?**

1. The first step in getting a purchase order number and approval is to complete the purchase order requisition. The PO Form is available for everyone at the office, on the public server under forms. For volunteers they will need to get a request form from the District Executives or you can also find a copy on our website. Once you have filled out the form you would then need to get approval for that expense. Approval comes from the Scout Executive or designee. Volunteers should turn in their forms to the District Executive or key person in charge of the event.
2. After approval is given, the PO request form will go to the Bookkeeper in order to get the Purchase order number for that item(s). The bookkeeper will give you back the form with the purchase order number on it.
3. Once you get the purchase order number, go ahead and order the item from the vendor. Please make sure that when you order the product you give the PO number to the vendor, so that the PO number is on the invoice when sent to the council for payment.
4. All District Executives and key event coordinators should keep a copy of the purchase order requisitions so that expenses can be tracked and budgets maintained.