

Policy No. 506

Area: Business Services

Adopted: September 18, 1998

Revisions Adopted: June 9, 2016; May 1, 2026

*Original signature is on file in
the Office of General Counsel*

Certified by _____
Dr. Morakinyo A.O. Kuti
University President

Subject: PURCHASE ORDER POLICY

A. PURCHASE ORDER ISSUANCE

1. An official purchase order (PO) is issued by the Purchasing Department as a result of the electronic purchase requisition initiated by the purchaser pursuant to Policy 504. The issuance of a purchase order indicates that funds are available for the purchase, that the purchase has received all applicable approvals, and that the purchase has gone through the appropriate procurement processes in order for the purchase to be made by the University.
2. The purchase order describes the quantity, price, and items to be purchased, and any special circumstances under which the items are to be produced and delivered.
3. The purchaser may send the purchase order to the vendor upon successful dispatching of the PO. The PO must be provided to the vendor to ensure that it can be referenced on the vendor's invoice.

Any verbal orders, orders of any kind from an individual, or orders that were not placed pursuant to University policies and procedures are the responsibility of the individual that placed the unauthorized order and will not be reimbursed from University funds. Further, the individual who placed an unauthorized order shall be personally liable for any expense incurred.

4. Copies of purchase orders are maintained electronically by the Purchasing Department. The purchaser should also keep a copy.

B. CHANGES TO PURCHASE ORDERS

Requests for changes to or cancellations of purchase orders should be directed to the Purchasing Department in writing. The reasons for the change or cancellation must be stated, along with reference to the purchase order number and vendor. The Purchasing Department has the discretion to approve or deny requests for changes to or cancellations of purchase order. Further, the purchaser may not authorize any change in service or order for goods until/unless an authorized change order has been executed in the University's procurement system.