**Purchase Order Process**

Within the shared area in the **Finance folder** there is a folder set up for Purchase Orders. In this folder there is a spreadsheet called Purchase Orders.

Finance\PURCHASE ORDERS\PURCHASE ORDERS.xlsx

Within this spreadsheet there are **tabs for all areas**, which should be completed when ordering goods or services. Please ensure you are entering the relevant information on the correct tab.

The purchase order number/reference should be given to suppliers when placing an order.

**When the goods or services have been received** and an invoice has been sent from the supplier, this should be forwarded to the finance mailbox (finance.union@stir.ac.uk) with the relevant purchase order number included in the email.

Finance will then go to the spreadsheet and be able to match up the purchase order with the invoice and action this in the end column and highlight the order to show it has been dealt with.

If the payment is made by Credit card, please also ensure you update the relevant credit card spreadsheet which is also available in the shared area.

There are individual folders within the Purchase order folder for each department, these can be used to put additional information e.g. quotes that will be may have been sent. These are not used by Finance but may be helpful for your own purposes.

Please ensure when you have finished using this spreadsheet it is saved and closed to allow other users access.