



PURCHASING

Frequently Asked Questions.....

Q: I have a large order, can I just type on the Requisition, “see attached” or do I have to type all the information?

A: Ideally all items must be listed line by line but, for “large” orders (30+ lines) you can type in *see attached* and forward the quote, copy of online shopping cart etc for purchasing to attach to the Purchase Order. Please reference the quote# in the body of the requisition.

Q: What types of back-up documents are required for conferences/lodging?

A: You will need to include a copy of Conference Request Form filled out completely and signed by site or department administrator. Attach a copy of completed registration forms as well.

Q: The account code I need is not available for me to choose from, what do I do?

A: Contact the Business office, the account code simply needs to be added and linked in F2000.

Q: I received my order and realized I am missing some items. Who do I call?

A: Call the purchasing department to report the shortage. Make sure you have the Purchase Order number and which line items you were short on. You will then need to complete a *delivery discrepancy form* and send the items back to the warehouse for return.

Q: I forgot my password or logon on Financial 2000 who do I contact?

A: Call the Purchasing Department. Our IT department **does not** have access or any control over any issues you may have with Financial 2000. This program is contained on the County server.

Q: How can I tell where my requisition is in the approval process?

A: Find your requisition in your “requisitions in process” Under “Currently With” it will say who the requisition is currently sitting with.

Q: Can we place an order with a vendor and have them “bill us later” without a requisition?

A: **Absolutely not!** Orders may not be placed via the phone, web etc. without a Purchase Order number. Anyone deviating from proper protocol may be held financially responsible for the purchase(s).