



GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES
PROCUREMENT MANAGEMENT

Policy/Procedure Title:	PRO2.10 Logging Outstanding Purchase Orders
Purpose:	To keep track of open purchase orders in order to liquidate funds
Definitions:	BO - Business Office PO - Purchase Order VIDE – Virgin Island Department of Education
Policy:	Purchase Orders should only be sent to vendors not VIDE Staff

Procedure:
<ol style="list-style-type: none"> 1. Every Wednesday and Friday the AP Specialist sends a softcopy of newly opened purchase orders to vendors requesting confirmation of receipt. 2. The AP Specialist logs into the <u>Sent Purchase Order Tracker Log</u> the date the purchase order and confirmation email was sent to the vendor, and the date confirmation was received by the vendor. 3. The AP Specialist sends the Sent Purchase Order Tracker Log to the Purchase Order Management Staff for tracking and follow-up of all open purchase orders. 4. The PO Management staff sends follow-up emails to vendors for all purchase orders that have not received confirmation within a week of the original email request. 5. Log date email was forwarded in the Resent date column
Exhibits:
<ul style="list-style-type: none"> · Sent Purchase Order Tracker Log (AR Form 3.3)