

How Do I Buy or Handle...

Purchases Already Received and Invoiced (Confirming Orders)

Description

A University generated purchase order should be issued before any purchase is made by a university department. Confirming Orders are orders placed by a department outside of compliance with that department's delegation according to Virginia Tech procurement guidelines. Confirming Orders occur when a purchase is made without a purchase order being issued first.

When the invoice for goods or services relating to a confirming purchase is received either by the department or Accounts Payable, it cannot be processed because there is no paperwork/purchase order submitted and approved for payment. Unless the order is deemed an emergency (an occurrence where life and limb are at stake), this order demonstrates a lack of understanding for established procurement guidelines that require prior authorization. If in doubt about the procedure, departments should always contact the Procurement Department and speak to a buyer who can guide them through the proper protocol to follow.

Department responsibility

Department should attach to the requisition any departmental documentation and/or any other supporting documentation they have gathered.

Special Circumstances Regarding Confirming Order Requests:

1. Equipment or Vehicular Mechanical Failure/Repairs:

Where university equipment or vehicles experience mechanical breakdowns or operational failure and repair must happen immediately to ensure continuation of university operations and when these repairs are done without following typical



procurement protocol, these orders will be processed as an emergency and not a confirming order.

2. Repetitive Confirming Orders:

Repetitive request for confirming purchase orders by a department will be brought to the attention of the Director of Procurement. Should it be warranted, those departmental buyers and/or departments will be given a written warning justifying the concern regarding the repetitiveness. Should activity continue, as explained in the written warning, their purchasing privileges will be removed for 60 days and alternatives will be worked out between the Associate VP of Procurement and the department head

For more information contact:

- Procurement 540-231-6221
- Or hokiemart@vt.edu