

Goods and Services ordering to payment process:

1. If \$1,999.99 or less and not going to be purchased using P-Card:
 - a. Contact Purchasing for a **PO number** to provide to vendor. As soon as possible after placing the order, the **requisition** is entered, using the number obtained from Purchasing, into Colleague and routed for approvals.
 - b. If the vendor will not accept a PO number but requires a signed PO document, proceed to **step 2a***
 - c. As soon as possible after placing the order, the requisition is entered into Colleague, allowing time for approvals to be obtained and PO to be processed and in place when the invoice arrives. Est time (1 day)
2. If \$2,000.00 or over, a requisition is entered in Colleague, using a randomly generated requisition number as approvals are needed **prior to order being placed**.
 - a. *An order under 2,000 can also be handled this way if:
 - i. The vendor requires a signed PO document
 - ii. Purchasing will order the item (IT items where there is one login/central ordering portal) Est time (1-4 days, depending on approvers)
3. After all approvals have been collected, Purchase Order is generated.
 - a. If the req was entered using a Purchasing-provided PO number, the PO is processed and shared with Accounts Payable.
4. If the req was entered using a randomly-generated number, a PO number is assigned by Purchasing and, if necessary, the PO document is sent to the vendor. (**Note that the requisition number assigned by Colleague is NOT the Purchase Order number that will be provided to the vendor.**) Est time (1 day)
5. Department receives good or service.
6. The invoice is sent by the vendor to coap@lscs.edu (preferable) or to the department, who is then responsible for routing it to coap.
 - a. **If a department has an invoice that is due within 10 business days, in addition to forwarding it to coap@lscs.edu, they should alert them to the invoice due date.**
7. Once the invoice is received, it is matched up to the Purchase Order. Many times, we receive invoices that do not reference a PO number and we may not be able to find anything in Colleague to know who owns the order (meaning a requisition was not entered). Vendors are contacted and contacts are made but this results in a delay in payment. Departments can assist by always referencing the PO number when placing their order; the invoice should then reference the PO number. Est time (1+ days)
8. The department receives a notice to approve the invoice payment through Perceptive Content. The department should **ONLY** approve invoices for goods or services that have been received. If

not received, place a hold through Perceptive Content and use a sticky note within the system to explain why on hold. If approved, the invoice proceeds to payment. Est time for approval (1-3 days)

9. Once the department approves the invoice for payment in Perceptive Content, Accounts Payable then puts it in the queue to have a check cut. Est time (check runs are once per week so 1-5 business days).

--This process is part of our required internal controls, approval of both the order/purchase and then subsequent approval of the invoice by confirming receipt of goods prior to payment. No P.O. is paid without an associated invoice and no invoice may be paid without a P.O. Departments can assist by referencing coap@lcsc.edu when working with vendors so that they will send invoices direct and reference a P.O. for faster service. Note: the campus standard for invoice terms is net 30 days; all agreements signed are revised for net 30 days from date of invoice to allow for this process.