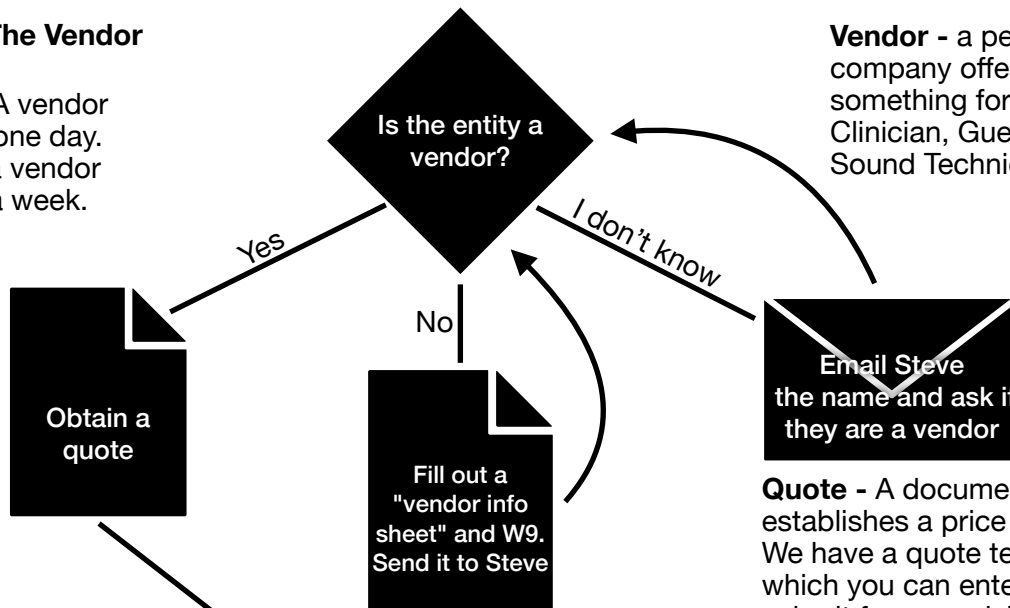


## Pay by check procedure - School of Music

### Step 1 - The Vendor

**Timing** - A vendor search is one day. Creating a vendor can take a week.

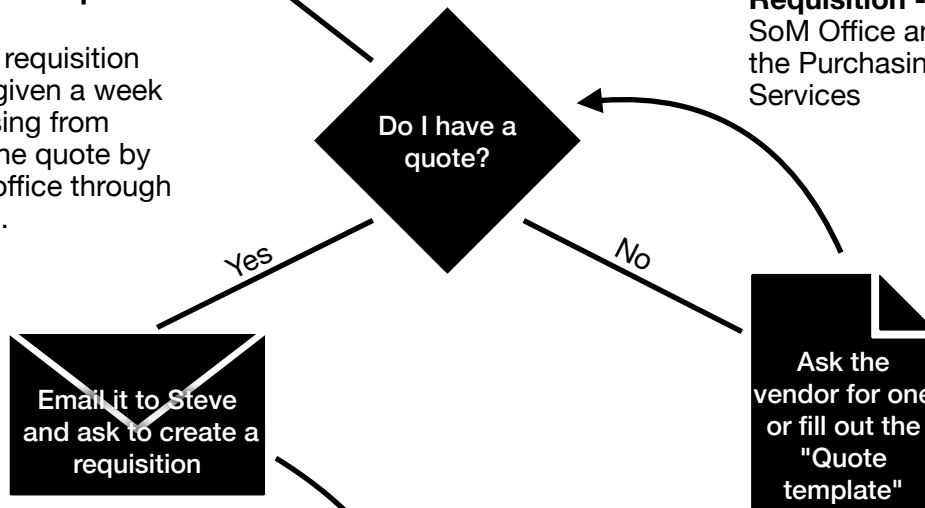
**Vendor** - a person or company offering something for sale. Clinician, Guest Artist, Sound Technician, etc.



### Step 2 - The Requisition

**Timing** - A requisition should be given a week for processing from receipt of the quote by the Music office through Purchasing.

**Requisition** - Created by the SoM Office and processed by the Purchasing and Inventory Services



### Step 3 - The Purchase Order

**Timing** - A P.O. should be given a week for processing from receipt of the requisition.

A requisition is received by purchasing. Purchasing turns it into a P.O. which is a binding agreement. Ordering or receiving goods/services without a purchase order in place constitutes an irregular purchase. The State auditors scrutinize such occurrences. We must ensure a purchase order is timely placed prior to the order for goods/services from any vendor. To ensure a smooth process, **start one month or more out from the event.**

Irregular purchases can have the following consequences:

- The vendor will not get paid ever and you will have to tell them.
- You can call or email the Director of Procurement & Contracts, Bryon McCafferty in what would likely be an unpleasant conversation to explain your situation.
- You can pay out of pocket yourself with no reimbursement.