

Aerospace Engineering Rules for Purchasing

- 1) All purchases require the completion of a Purchase Order (PO)
- 2) Create PO
 - a) Fill-in ALL contact information fields
 - b) Put **your name** in the “Ship To” and “Ordered By” fields. If the shipment doesn’t have a ‘Ship To’ name on the outside of the package, we don’t know who to contact when it arrives.
 - c) Complete the PO number. Components of the PO number are:
 - i) Department & fiscal year (AE08)
 - ii) Class or Club ID (721, RSDO, etc.)
 - iii) Number in series of PO’s for your group (001, 002, 003, etc.)
 - iv) Example: First PO for AE 721. AE08-721-001
 - v) Example: Second PO for RSDO. AE08-RSDO-002
 - d) Fill-in ALL columns in order section
- 3) Contact vendor
- 4) Inquire as to whether they will accept a University of Kansas PO
 - a) If Yes
 - i) Provide the vendor with your items needed from the completed PO form including the PO number
 - (1) Buyer is responsible for maintaining a chronological listing of PO numbers. For example AE-08-721-001, AE08-721-002 etc. etc.
 - ii) Obtain their Federal Tax ID and write in “Cust. FED/ID #” field
 - iii) Fax a copy to the vendor
 - b) If No
 - i) For out of state vendors, ask to have your order placed on hold and inform them that Tom will call with a credit card number to confirm the order, and have it shipped.
 - ii) For local vendors, try to find another vendor that will accept a PO, or come and see Tom and arrange for payment. TOM DOES NOT RELEASE HIS CREDIT CARD FOR PURCHASES.
 - c) Provide Tom with a copy of the PO
- 5) Westlake Hardware
 - a) You must have your student ID card to give to Tom for collateral while you have the card.
 - b) Upon completion of your purchases YOU must bring the card back along with the receipt
 - c) Tape the receipt onto 8½ x 11 paper (or Reimbursement Form) on all four corners. DO NOT place tape over any of the typed print, as it will cause it to disappear
 - d) In the upper left hand corner of the page write the purpose of the purchase and your first and last name or complete Reimbursement Form.
 - i) Example: Tom Smith, AE-721.
 - e) Make a copy of the receipt(s) for your records and give Tom the original(s)
 - f) After you have completed this you will have your ID returned.
- 6) When you receive your shipment, make a copy of the invoice for your records and provide Tom with the original invoice for payment before you remove it from the office.