



## **How to Ensure Effective Processing**

### **General Information**

- If you have an invoice, do not use the Purchase Order Request Form (PORF). Submit the invoice with a Payment Request Form (PRF)
- Use this form if you don't have a BC P-Card, and you don't want to pay out of pocket
- Call the Vendor to see if they will take a BC Purchase Order Number
- Fill out the PORF completely and legibly. The form can be filled out on-line and printed
- Make sure that the Vendor has a BC Vendor ID, if not complete a new Vendor Request form by clicking the link on the PORF
- Decide if you want to set up a Regular Purchase Order (for a one time purchase) or a Blanket Purchase Order (for multiple purchases)
- A PO number is generated in 7-10 business days
- Procurement Services will send the Vendor an order confirmation if the purchase exceeds \$500
- If you would like to have the order faxed to the Vendor, write the fax number in the space provided on the PORF

### **Placing Your Order**

- You will be notified by email when the PO has been processed and scanned to your club MyFiles folder
- Call the Vendor, provide them with the PO# located at the bottom of the PORF, and confirm your order
- Packages should be shipped directly to the student campus address
- A confirmation receipt of purchase must be provided to the SABSC
- All proof of purchase receipts must be turned into the SABSC (ex: packing slip, invoices, etc...)

### **Blanket PO**

- Blanket PO numbers are to be used with vendors that your organization uses repetitively
- To increase or decrease the amount, send an email to [club.budget@bc.edu](mailto:club.budget@bc.edu), and include the PO#
- Close the blanket at Fiscal Year end by sending an email to the SABSC [club.budget@bc.edu](mailto:club.budget@bc.edu)

### **Vendor Payment Instructions**

- Contact the Vendor to ensure that the invoice has been submitted to Procurement Services for payment
- Request the Vendor to send the invoice to:  
Boston College  
140 Commonwealth Ave  
ATTN Procurement Services, More Hall 180  
Chestnut Hill, MA 02467  
Fax: (617)552-2369
- The Vendor must include the PO# on the invoice
- If the invoice is not received by Fiscal Year end (5/31) the Vendor will not be paid, the funds will be unencumbered and the invoice will be paid from the club's next year SOFC allocation