In my department, we sometimes don’t cut Purchase Orders, we put GL coding on the invoices and send to AP for payment. Is that still OK?

No. A Purchase Order must be established prior to the procurement of goods or services. Purchase order number is required to process invoice payment. Failing to do so will put the University at risk of non-compliance during a regulatory audit.

The GL coding slip is a way to provide invoice related information to Accounts Payable Department. The GL coding slip does not substitute a purchase order.

Category:

- Procurement/Payables [1]

Source URL:https://finance.uoguelph.ca/my-department-we-sometimes-don%E2%80%99t-cut-purchase-orders-we-put-gl-coding-invoices-and-send-ap-payment

Links
[1] https://finance.uoguelph.ca/taxonomy/term/107