

# COLLEGE OF MICRONESIA-FSM

## BOARD POLICY No. 5302

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### Processing of Purchase Orders and Other Equivalent Documents

Date Adopted: 21-24 March 1994

Date Revised:

Date Reviewed: 22-24 March 2014

References: Memorandum re: Business Office Forms: Policies and Procedures, distributed at Campus Director's Meeting on December 4-5, 2000; Revised with approval from the Finance Committee in their August 12, 2002 meeting;  
Memorandum from Comptroller to all Heads, re: Blanket Purchase Orders dated November 17, 1999;  
Memorandum from Comptroller to all Heads re: Purchasing, dated April 23, 1996;  
Memorandum from the President re: Revised Procedures for Local Purchase Orders, Letter Orders, and Check Signing, dated March 6, 1995;  
Minutes of March 21-24, 1994, Board of Regents Meeting

No purchase shall be in effect without the presence of an approved Purchase Order or other equivalent documents. Depending on the type of transaction, different forms shall take the form of the Purchase Order. They are as follows:

- Purchase Order – This form shall be used when ordering goods from both “on-island vendor” and “off-island vendor”. This may also be used when reimbursing an employee for personal funds used for a college’s expenditure, with prior approval from the President.
- Blanket Purchase Order – This is a special kind of Purchase Order wherein the items to be purchased are not specified and only the approved amount is specified. This is used for small purchases, which are needed in a short period of time with an estimated total amount of \$200 to \$500.

Prerequisite to the approval of the Purchase Order is the certification as to availability of funds. Note that purchase of alcoholic beverages at any COM-FSM functions, activities, gatherings or occasions shall be allowed to be paid from the funds budgeted for operation.

See Administrative Procedures 5302