

Accounting Services Guide

Purchase Orders

A purchase order together with all relevant documents, drawings and specifications is a legally binding contract issued by The University of Winnipeg Purchasing Services Department to a Supplier. It provides details of the exact merchandise or services to be rendered including specific payment terms, delivery dates, item identification, quantities, shipping terms and any other obligations and conditions.

Purchasing Services will produce the purchase order from the information provided by the department on the *Purchase Requisition Form* and include any additional information provided by the department.

Once a purchase order has been approved and entered into the NAV financial system it will be reflected on your monthly departmental Prophix report as a commitment. This allows you to better track your spending against budget. When the supplier's invoice is received and matched against the receiving and the purchase order, NAV/Prophix is updated to account for the actual cost and the commitment is eliminated.

Purchases of goods or services in the name of The University of Winnipeg without an authorized Purchase Order, contract or as outlined in the *Purchasing Policy* and/or *Purchasing Policy Procedures* may become the obligation of the person placing the order.

Further guidance

All purchases must adhere to the Universities Purchasing Policy and Procedures.

The University's Purchasing Policy can be found on our website at:

<https://www.uwinnipeg.ca/institutional-analysis/docs/policies/purchasing-policy.pdf>

The University's Purchasing Policy Procedures can be found on our website at:

<https://www.uwinnipeg.ca/institutional-analysis/docs/Procedures/purchasing-procedures.pdf>

The University's Purchase Order Terms & Conditions can be found on our website at:

<https://www.uwinnipeg.ca/financial-services/docs/purchase-order-terms-conditions.pdf>