

Procedure for Submitting Purchase Orders and Auditor's Schedule for Processing the Vendor Warrant

Purchase Order Information:

- PO vendor name and address must match invoice name and remit to address
- Invoices are charged to the fiscal year based on the date goods or services were delivered or incurred
- Invoice amount and PO amount must match, unless a blanket PO is approved by the City Auditor
- PO must be hand-signed by Department Head or its Authorized designee.
 - If there is a designee, the Department Head must provide a letter to the Auditor's Office authorizing one other individual to sign in their absence. The letter must be signed by both the Department Head and their designee and will be kept on file by the Auditor's Office. This will need to be received prior to allowing designee to sign in Department Head's absence. Without this letter, we will not accept PO's signed by anyone other than the Department Head.

When submitting Purchase Order:

- Departments will submit invoices and Purchase Orders to the Auditor's Office for review and payment. Processing is done on a first-come, first-serve basis.
- Attach ORIGINAL, UNALTERED invoice to ORIGINAL PO (not copies)
 - Invoices must have invoice number, dates of service/purchase, scope of work, amount. If contractual agreement, must say what agreement is for (i.e. monthly cleaning of rugs, monthly heating maintenance; etc.).
 - If original invoice/receipt is lost or emailed, make a note on the copy stating, "original lost" or "invoice emailed".

- Invoices that are altered will NOT be accepted. If there is a credit, the invoice provided by the vendor, must show it. DO NOT cross out amounts and write in new figures.
- Current charges listed on the invoice will be paid, not past due amounts. If there is a past due amount, you must include invoice showing dates of service for the past due amount.
- City of Brockton is Tax Exempt – no sales tax will be paid and should not be added to invoice. If vendor requests the City’s Tax Exempt form, the Auditor’s Office can provide that to you upon request.
- If there is a Contract associated with the vendor being paid, please note it on the PO and scan and attach it to its vendor profile.
- Checks are printed and mailed/distributed by the Treasurer’s Office on the day check is dated for. If you prefer to have the check held for your office for any reason before it is mailed, make sure to attach a COPY of the PO to the original PO and invoice when submitting it to the Auditor’s Office. Make sure to note it “Hold for person/department” making the request. This will insure that the check will be sent to the department and not mailed out directly to the vendor.

Schedule for Processing the Warrant by the Auditor’s Office

A final warrant for invoices/PO’s paid during the week (starting on Thursday and paying through the following Wednesday) will be processed by the Auditor’s Accounts Payable staff on Thursday mornings.

- Example: payment entries made by the Auditor’s A/P staff starting 12/5/24 through 12/11/24
- Warrant is processed by the Auditor’s office on 12/12/24
- Payment will be issued by check or EFT on 12/18/24

How to See if Payment Has Been Issued by the Auditor's Office

Go to:

- Purchase Order Inquiry
 - Click on "SEARCH"
 - Enter Fiscal Year and Purchase Order Number, then ENTER
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- If dollar amount is not liquidated, invoice has not been paid.
 - If amount is liquidated, click on "INVOICES" (found in the middle of the screen).
 - If the status is "PAID", this screen will give you the amount paid, the check number and issue date of the check or EFT.
 - If the status is "PROOF", this means the payment is on the current A/P Warrant and payment will be issued Wednesday of the following week and it will not show the check/EFT date or check/EFT number.
 - It is important to note, if you are looking at this screen on a Thursday or Friday, the check will not be issued on the Wednesday of the next week, it will be the Wednesday after that.

Example: Looking at this screen on Thursday or Friday, 12/5 or 12/6/24, warrant will be processed 12/12/24, payment will be issued 12/18/24

- Whether the status is "PAID" or "PROOF", this screen will give you the Invoice Amount. This is the amount that the payment will be or was issued for. In most cases, this will be the same dollar amount as the Liquidated Amount, however, it could be different.

Example: If the PO was opened for a larger amount that actually was invoiced and the PO was being closed out, the Liquidated Amount would be the amount that the PO was opened for and the Invoice Amount will be the amount that got paid.