



PURCHASING PROCESS – ORDER FOR PAYMENT

An Order For Payment (OFP) authorizes payment for after-the-fact invoices when a Purchase Order ***was not issued*** and the cost is less than \$5,000. This is detailed in the Procurement Policy and Guidelines. (Rev. 6/08/2023) – location listed below.

The Basic Process

You bought something from a vendor without getting a Purchase Order.

- As a reminder, Jefferson College **is tax exempt**.
- All individuals must have the authorization of the Budget Manager, Supervisor, Associate Dean, or Dean prior to the purchase in order to guarantee payment by the College.

The vendor generates a bill/invoice. The invoice is signed & dated by the receiving person/department representative verifying receipt of the order. **(recommend to the vendor to copy AP@jeffco.edu on electronic / email invoices).**

A **OFP Form** is completed (including a V#, if none then a completed W9 attached) and **signed by the requestor**.

It goes to their **Budget Manager** who verifies the budget compliance and reasonableness and **signs** the form.

Any other required signatures are gathered. **All purchases – regardless of method - require at least 2 (different) signatures!**

The OFP goes to the Business Office with the original invoice attached (keep a copy for your records).

The OFP **must have vendor contact info – including email if possible**.

The Vendor gets paid.

All of these items are official documents and are subject to audit.

Reference

Procurement Policy and Guidelines (Rev. 6/08/2023) and the Order For payment Form can be found on **MyJeffco**.

Click your way there: **MyJeffco – Employee – Other – Finance and Administration – Forms** – lots of useful stuff here!

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Questions? Call or come see us! We look forward to working with you.