

PURCHASE ORDER

The KVS **Purchase Order** system provides complete control over the purchasing process. It is part of the three-tiered, fully integrated Purchasing system composed of Requisition, Purchase Order and Accounts Payable. The system provides multiple levels of budget checking down to the department and account number level during the encumbrance process. Multiple approval levels along with comprehensive access and security controls facilitate its use in a centralized or decentralized environment. The Purchase Order system includes bid/quote tracking and document image linking to provide workflow and audit trail. The KVS Purchasing System provides comprehensive reporting that allows administrators, department managers and end users to accurately predict and control expenses.

PROVIDES FOR BLANKET PURCHASE ORDERS AS WELL AS TEMPLATES TO REDUCE KEYSTROKE ENTRY

BID/QUOTE TRACKING WITH THRESHOLD MINIMUM NUMBER OF QUOTES

Type	Vendor Code	Vendor Name	Address	Phone	Quote Amt
PO	0000019965	2XL	C/O RAUL RUIZ	(886) 234-4500	550.00
PO	0000019435	3-M COMPANY	LVG8838 (RL)	(800) 435-2300	500.00
PO	0000000015	A & A TRUCK AND E	PO BOX 141	(716) 789-4445	600.00

PURCHASE ORDER FORM CAN BE PRINTED OR CREATED AS A PDF FILE FOR EMAIL TRANSFER