



GOVERNMENT OF  
THE VIRGIN ISLANDS OF THE UNITED STATES  
PROCUREMENT MANAGEMENT

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|-------------------------|---|
| Policy/Procedure Title: | PRO2.10 Logging Outstanding Purchase Orders   |
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| Purpose:                | To keep track of open purchase orders in order to liquidate funds                           |
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| Definitions:            | BO - Business Office<br>PO - Purchase Order<br>VIDE – Virgin Island Department of Education |
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| Policy:                 | Purchase Orders should only be sent to vendors not VIDE Staff                               |

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| Procedure:  |
| <ol style="list-style-type: none"> <li>1. Every Wednesday and Friday the AP Specialist sends a softcopy of newly opened purchase orders to vendors requesting confirmation of receipt.</li> <li>2. The AP Specialist logs into the <b><u>Sent Purchase Order Tracker Log</u></b> the date the purchase order and confirmation email was sent to the vendor, and the date confirmation was received by the vendor.</li> <li>3. The AP Specialist sends the Sent Purchase Order Tracker Log to the Purchase Order Management Staff for tracking and follow-up of all open purchase orders.</li> <li>4. The PO Management staff sends follow-up emails to vendors for all purchase orders that have not received confirmation within a week of the original email request.</li> <li>5. Log date email was forwarded in the Resent date column</li> </ol> |
| Exhibits:   |
| <ul style="list-style-type: none"> <li>• Sent Purchase Order Tracker Log (AR Form 3.3)</li> </ul>   |