

**AUDIT DEPARTMENT**  
**2015 PURCHASE ORDER SCHEDULE**

<b><u>ENTER PO'S IN MUNIS</u></b> <b><u>BY 9:00AM ON THIS DATE</u></b>	<b><u>SUBMIT PO'S TO</u></b> <b><u>AUDIT BY 5:00PM</u></b>	<b><u>WARRANT DATE</u></b>
December 30, 2014 (BY 5:00PM)	January 5, 2015	January 14, 2015
January 14, 2015	January 16, 2015	January 28, 2015
January 28, 2015	January 30, 2015	February 11, 2015
February 11, 2015	February 13, 2015	February 25, 2015
February 25, 2015	February 27, 2015	March 11, 2015
March 11, 2015	March 13, 2015	March 25, 2015
March 25, 2015	March 27, 2015	April 8, 2015
April 8, 2015	April 10, 2015	April 22, 2015
April 29, 2015	May 1, 2015	May 13, 2015
May 13, 2015	May 15, 2015	May 27, 2015
May 27, 2015	May 29, 2015	June 10, 2015
June 10, 2015	June 12, 2015	June 24, 2015
June 30, 2015 (TUES)	July 2, 2015 (THURS)	July 15, 2015
July 15, 2015	July 17, 2015	July 29, 2015
July 29, 2015	July 31, 2015	August 12, 2015
August 12, 2015	August 14, 2015	August 26, 2015
August 26, 2015	August 28, 2015	September 9, 2015
September 9, 2015	September 11, 2015	September 23, 2015
September 23, 2015	September 25, 2015	October 7, 2015
October 7, 2015	October 9, 2015	October 21, 2015
October 21, 2015	October 23, 2015	November 4, 2015
November 4, 2015	November 6, 2015	November 18, 2015
November 18, 2015	November 20, 2015	December 2, 2015
December 2, 2015	December 4, 2015	December 15, 2015 (TUES)
December 15 (TUESDAY)	December 17, 2015 (THURS)	December 30, 2015

**NOTE:** For the most part, a utility warrant is done on the off week of the regular warrant. Remember, you should be entering and releasing utilities as soon as they are received (in a separate batch) so they can be printed and paid to avoid late fees. (Enterprise leasing invoices & amazon.com invoices can be included in the utility batches to avoid late fees) . You should be using a purchase order for ALL county expenditures unless it's an emergency purchase or petty cash is used in accordance with the County's Petty Cash Policy and/or County Purchasing Policy. If you are in doubt, call the Audit Department.

Please remember, that a requisition is mandatory for all purchases over \$500 (unless it is an allowed exception as stated in the County Purchasing Policy, or the County Administrator has approved it.

**(NOTE: SUSAN BRIGGS, ACTING COUNTY ADMINISTRATOR HAS DELEGATED THIS PRIOR APPROVAL TO YOUR LEGISLATIVE COMMITTEE CHAIR UNTIL FURTHER NOTICE). You must have the requisition entered and converted to a purchase order by your department head, PRIOR to placing your order (there are a few exceptions to this for Highway, Buildings & Grounds and Sheriff's Dept). NO PURCHASE should be made without first checking to make sure the funds are in the correct object line (excluding an emergency). If you do not follow county procedures/policies, you run the risk of your reimbursement request or purchase being denied. If a purchase order is needed to place an order then email either Sue Francis or myself and it will be printed at that time.**

**Please note, there is little time between entry and submission dates of purchase orders because Audit needs time to enter all the invoices, which necessitates the need to adhere to this schedule so please do not expect an exception unless it is an emergency or unforeseen situation.**