

FINANCE – GLOSSARY OF ADMINISTRATIVE PROCEDURES

<u>BACKORDER</u>	The undelivered part of an order which the vendor states will be delivered at a later date.
<u>GENERAL REQUISITION</u>	(Form REQ172). A formal request made to the Purchasing Department to procure goods or services from outside vendors. A requisition is prepared by the school or department making the request.
<u>INVOICE</u>	An invoice is an itemized listing of merchandise shipped or sent to a purchaser for payment. The invoice is prepared and sent by the vendor to the School District. The purchase order directs the vendor to send all invoices to the Business Office. Do not confuse the invoice with the statement; a statement will usually not itemize the purchases.
<u>PACKING SLIP</u>	(Packing List) is a detailed listing of the items in quantities of each item which are included in a shipment. Often, items which are being backordered will be so indicated. The packing slip is prepared by the vendor and is usually packaged in the carton with the materials being shipped.
<u>PURCHASE ORDER</u>	Is a formal request to the vendor <u>prepared</u> only by the Purchasing Department. The purchase order sets forth the terms of purchase, quantities and descriptions of goods and/or services to be provided.
<u>RECEIVING COPY</u>	A copy of the purchase order used to inform the Accounts Payable Department of the receipt of goods so that payment to the vendor may be made.
<u>STATEMENT</u>	A list prepared by the vendor, detailing the invoice transactions between the vendor and School District during a specified time. Normally a statement will show the unpaid invoice numbers and amounts. The company will usually send a new statement each month.