

Please follow the guidance and instructions below when reviewing all purchase orders. The Unliquidated Orders To Do list in IRIS or the open PO report found at: V:\DVR\DVR-Share\PO Reports may be used. The report will be run each Monday and Wednesday during the month of March.

All orders should be reviewed by Wednesday, March 30th.

- If service occurred, complete receiving and contact vendor to submit invoice. Be sure to contact the appropriate billing or accounting staff for the vendor. If service ended over 60 days ago, remind vendor of terms on PO and provide one last request. If not received and entered into IRIS within two weeks of contact then close PO. Issue invoice resolution if the invoice is eventually submitted. Document communication with vendor in IRIS by adding comments on the PO and checking the Add to Case Activity List button.
- If service will not occur, then cancel PO and enter a reason in the Order Status field.
- Check for duplicate purchase orders. STAR implementation of cancel/reissue may have caused this more than normal.
- If PO will remain open, adjust PO end date appropriately. Services should only be obligated for maximum of 3 months at a time. A period of 6 months is allowed for Job Development Hire and Supported Employment Hire orders. PO end dates can be later extended upon review. An order end date past June 30th is allowed.
- If hire has not occurred but retention is set up, cancel retention PO or PO line.
- Recode all FFY15 orders to FFY16 project code 44500VR30008_16 if PO is going to remain open.
- Job Development Hire (024), Supported Employment Hire (051), IPS Hire (049) and I/TW Placement and Report (062) order lines should be reduced to \$1. This includes existing and all new orders for these services. Continue at the \$1 level for these services into SFY 2017 until updated guidance is provided.
 - I/TW Placement and Report order lines are the lines to the service provider for the \$625 payment. The order lines to Opportunity Inc. for the set up fees and wages should continue to be entered under the current process.

****Reminders**

- Please remember to increase the reduced POs at the time of receiving. This speeds up the payment process by reducing the number of requests by CCP to staff to make the change order.
- As we approach the end of the state fiscal year we do not yet know how the state fiscal year end process under STAR will or will not change the timing of transactions. More information will be shared as it becomes known. Regardless, any service that begins July 1st or later will need to be entered as a state fiscal year 2017 order.