

The PO Process

Fill out a Requisition form

The most current version can be found here: fortlewis.edu/Purchasing



Submit to the Purchasing Office



A copy of the PO will be emailed to you

Please save/print a copy to track and reference your PO as it moves through the process.



Email Ian Grammatica in Purchasing to let him know you have received the item(s) on your PO

This includes intangible items like software upgrades, etc.



Ensure that Accounts Payable has a copy of the invoice to pay from

The PO cannot be paid/completed without an invoice.

****It is your responsibility to ensure your PO gets received and paid in a timely manner****

****Do not attach copies of the invoice to the Requisition****