



QUICK TIPS

Purchase Orders – Authority Orders

Step	Process	Comments
1	Enter Vendor	Use Authority Order Vendor Number 0000001100
2	Enter Buyer	
3	Enter purchase order data	
4	Enter PO Type on Header	Authority Order
5	Check amount only on line details	If Applicable
6	Remove Receiving required flag	If Applicable
7	Enter account number on distribution line.	Use Special Account number 601100.
8	Save	
9	Self Approve	
10	Budget Check	
11	Dispatch PO	

Processing Tips

- A. Select PO Type of Authority Order on the PO Header
- B. Most authority orders will be for “Amount Only” check this box on the line details for **each** line.
- C. If items will not be received, remove flag for receiving on line details for **each** line.
- D. Use Special Account number on distribution line for Authority Order.
- E. If you are purchasing by description and not Item ID you must enter the correct category code.

**If a discrepancy is found in the above information, email
Laura.Lovell@core.state.ok.us with the details.**

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