PURCHASE ORDER PROBLEM FORM (POPF)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| VENDOR NAME: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PURCHASE ORDER #: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

DATE:

|  |  |  |  |
| --- | --- | --- | --- |
| INVOICE NUMBER | INVOICE DATE | DATE OF RECEIPT OF INVOICE BY RECEIVER/AP | AMOUNTQR/USD |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| RECEIVER/AP CONTACT: |  |

PROCEDURES FOR ACCOUNTS PAYABLE

Invoices will be put on Hold to await Purchasing action.

|  |  |
| --- | --- |
| **Purchasing Will Receive:** | **Accounts Payable Retains:** |
|  |  |
| Original POPF | Copy of POPF |
| Copy of Invoice | Invoice and Backup |

**TO: PURCHASING:**

The attached documentation was received by our department for processing. Please note the items checked below:

|  |  |
| --- | --- |
|  | Purchase Order under $10,000 or 36,400 QR. |
|  | Purchase Order over $10,000 or 36,400 QR. |

# ON PURCHASE ORDER:

\_\_\_ Index code error.

|  |  |
| --- | --- |
|  | Quantities on Invoice do not match quantities on Purchase Order. |
|  | Price on Invoice is higher than total dollar amount on Purchase Order. |
|  | An item(s) is on the Invoice that is not on Purchase Order. |
|  | Currency on Invoice is different from currency on Purchase Order.  |
|  | Other |  |

|  |  |
| --- | --- |
| Comments: |  |
|  |
|  |

Change Order Completed by Procurement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_