

**MINNESOTA SECTION 1203
AMERICAN SOCIETY FOR QUALITY
SECTION POLICY**

POLICY NUMBER: MSP-F-007	SUBJECT: Section Use Of Purchase Orders
ORIGINATION DATE: 9/15/99	ACCOUNTABILITY: Section Treasurer
APPROVAL DATE: 10/5/99	APPROVAL BY:
REVISION DATE: 5/2/02	PAGE NO: 1 OF 2

1.0 OBJECTIVE

1.1. The objective of this policy is to define acceptable use and application of purchase orders within the Section.

2.0 RELATED POLICIES AND PROCEDURES

2.1 None.

3.0 SUPERSEDES

3.1 MSP-F-007 approved 10/5/99.

4.0 SCOPE

4.1 This policy is applicable throughout the Section. The Section Executive Board, its officers, and Section member units as defined 10 4.2 will use purchase orders as described herein.

4.2 This policy is applicable to Subsections, Task Groups, Student Branches, special committees and other units of the Minnesota Section who may utilize the Section's purchase order system.

5.0 TERMS AND DEFINITIONS

5.1 Section: The term Section shall apply to all entities of the organization chartered as Minnesota Section 1203 - American Society for Quality.

5.2 Member Units: This policy refers to all organizations defined in Section 4.2 above.

5.3 Asset(s) The term asset shall apply to any and all equipment procured within the Section that has a useful life expectancy in excess of one calendar year or exceeds \$100.00 in expense.

6.0 USE OF PURCHASE ORDERS

6.1 Items required by the Section, approved by the Section Treasurer and the responsible Executive Board chair that require a Purchase Order number for procurement.

6.2 The Section Office Administrator originates purchase order numbers and maintains the master log of purchase order numbers issued.

6.2.1 Assets procured during the fiscal year will be assigned an asset number corresponding to the master log of assets maintained by the Section Office Administrator.

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7.0 PROCEDURE

- 7.1 Requests for Purchase Orders shall be made with the Section Office Administrator.
- 7.1.1 If the request is for an out-of-budget expenditure, the responsible Section Executive Board member must notify the Section Treasurer who may authorize the purchase with a signed approval of the Purchase Order.
- 7.1.2 Upon approval, the Purchase Order is forwarded to the Requester who is responsible for the placement of the purchase order.
- 7.1.3 A check request will be generated for the Purchase Order charges, obtain the signed approval of the Check Request by the responsible Executive Board member, and forward the signed form to the Section Office.
- 7.2 Section Treasurer Responsibility
- 7.2.1 Section Treasurer process all invoices upon receipt of approved Check Request, copy of Purchase Order, and Invoice from Purchase Order.

8.0 APPROVAL

- 8.1 Approved by the Minnesota Section ASQ Executive Board:

Section Chair

Section Secretary

Date