Receiving Items Ordered via a Purchase Order

BCTC Business Services has established the following protocol for receiving items ordered via a purchase order (PO).

Upon receipt of items ordered via a PO, the requester must confirm the receipt with facilities management. To confirm a receipt, the requester must e-mail James Poole of BCTC facilities management at jpoole0018@kctcs.edu and attach all supporting documentation (packing slips / bills of lading and invoices) indicating that the items were received.

Upon receiving the e-mail, facilities management will compare packing slips / bills of lading and/or invoices with the PO and close out the transaction in PeopleSoft if everything matches. If differences are noted, the requester will receive an outstanding PO alert from KCTCS (System Office). Anyone who receives such an alert must contact facilities management and explain the issue resulting in the alert. Common issues which trigger an alert include items not yet delivered, partial deliveries, items on back order, and damaged items. Facilities management will provide this information to KCTCS (System Office).