

**Washington University in St. Louis**  
**Policy Statement For**  
**Check-With Purchase Orders**  
(Last Updated 4/18/2012)

## Overview

In certain situations, vendors will not accept purchase orders or will require a down payment or prepayment prior to shipment of the goods or performance of services. In these situations, a check-with purchase order (CW-PO) should be used. A CW-PO is a purchase order that is sent to the vendor along with a check for prepayment of the goods or services or when a down-payment is required.

Processing a CW-PO is a manual, labor intensive process and requests should be rare. **CW-PO should not be used to pay an invoice, when the payment can be made via a check request document or when there is a vendor order form.** For example, books (35-75), subscriptions (35-76) and reprints (34-23).

## How to process a Check-With Purchase Order

When creating the Purchase Requisition in Marketplace the requestor should:

- 1) Select Telephone Order (TO) as the Order Type.
- 2) Type the following, including asterisks, in **the Supplier Notes section** of the requisition:

\*\*\*\*\*CHECK MUST ACCOMPANY ORDER\*\*\*\*\*

- 1) Attach supporting documentation as a Supplier Notes Attachment to requisition. Supporting documentation (such as an order form) must contain vendor name and pricing information. In lieu of an attachment to the requisition, you can fax documentation to Purchasing Services and reference the Requisition Number.
- 2) **Call or e-mail Rosetta Saputo with the req. #. DON'T FORGET THIS PART!**  
**(935-5669 or rsaputo@wustl.edu)**
- 3) Purchasing Services will forward the fully approved PO and supporting documentation to Accounts Payable for processing.
- 4) Receiving must be completed by the department if the PO is greater than \$1,000.

## Check Handling

Checks will be mailed by Accounts Payable directly to the vendor, via US Postal Service, with a copy of the purchase order. If special check handling is required, the check may not be returned to either the requestor or approver of the PO. See policy statement on Special Handling of Accounts Payable Checks for the complete policy. In rare instances if the check is to be sent back to the department, please include the name of the person that the check is to be returned to and the campus box number in the description of the PO.