

NON-STANDARD (PO20)

The Non-Standard (NS) is for emergency spot purchases. This is usually in the event of conference registrations, any travel reimbursement; to reimburse employees for expenditures, or invoices when the merchandise is not ordered through the RQ 10 process. It is also used for purchasing anything from Dell except software.

ENTERING A NS:

1. In Lawson, open PO20 screen
2. Leave "PO number" blank
3. Click on the dropdown for Vendor and search for the vendor.
4. Leave "Purchase From" blank.
5. "Print To" is your location number (school location)
6. Invoice date will be the day you are entering the PO; type "T" and tab, system will enter the current date
7. "Asset Item" will be left as is unless you are ordering equipment from Dell. Then click the dropdown and change it to "Has Asset Items." **If you are ordering an asset, you must assign an Asset Template in the blue section at the bottom for each item.** When entering the information on the PO20 screen, you **MUST** tab over to each field. If you do not tab over, the **Asset Item(s) Status for PO** field will automatically change it to say "HAS ASSET(S)". There should be absolutely no ASSETS on travel reimbursements.
8. The lines section is done just like a regular requisition except the "Dlvr" should be the same date as the PO date
9. Line Detail: You must put something in the "Description" field. If it is for conference fees, enter the conference name and location or the person attending if not in the lines section.
10. Account Code: Fund, Account (accounting unit), Object (6497, 6411, etc.) Activity (activity code); Account Category (same as object)
11. Next line is for any other information you want to include.
12. If you are ordering an asset, click on the "Activity, Asset" tab and enter the Asset Template.
13. You must do Steps 9 – 12 for each line. If you put "Y" in the "Rpt. GL" space of the first line, you do not have to reenter the account code information in future lines unless you change to a different account, i.e., on travel reimbursements, object code 6411 for actual travel expenses, 6497 for registration fees.
14. Once you have all the information on the form, click "ADD".
15. When the PO is processed and a PO number is assigned, click the dropdown by "Inquire" on the far right side. Before you release the PO be sure to check the **Asset Item(s) Status for PO field to make sure that it says "NO ASSET(S)"**. Choose "Release" and click on it when it appears in the blank. If this is not corrected, the **NS WILL BE RETURNED TO YOU.**

16. Once the PO is released, click on the dropdown again, choose “Print” and click on it when it appears in the blank. **The purchase order will not print until you do this step.**
17. Have principal sign the purchase order. Make a copy of purchase order and all backup documentation for your records
18. Send the ORIGINAL NS purchase order and ALL backup to:

Regular Budget Accounts:	Accounts Payable
Federal Funds:	Gloria Gallegos, Special Programs
Grants:	Appropriate Supervisor
19. If it is something that you need the check sent back to you, be sure to note that in red on the purchase order in the “Special Instructions” section.
20. All supporting documentation needs to be attached to the NS as follows, otherwise the **NS WILL BE RETURNED TO YOU.**
 - a. ONLY FRONT COPIES—NO front/back copies
 - b. 1 Extra Copy for ALL registrations
 - c. Contracts need to be signed and have the contract approval forms as well
 - d. External Vendor/W9 forms MUST be signed and dated by the vendor. The top part of this form is the “contract” part, and the bottom part is the “W9” part.
21. Changes/Revisions that you can make to a NS:
 - a. Add a line
 - b. Change the \$ amount
 - c. Change the Quantity
 - d. You must cancel the line to change the Description.
 - e. After the changes/revisions, always Release the NS

Quick Check List:

- _____ Original NS signed by Administrator & back up documentation
- _____ Additional signatures for Federal funds, over \$3000 or over \$10,000
- _____ “Assets” field has been verified
- _____ ONLY front sided copies
- _____ Additional copy of registrations, scholarships, etc. to be attached and sent with check
- _____ Contracts signed by all parties
- _____ Supporting documents, maps, agendas, etc.