
Vendor Number Assignment Procedure (PUR-P006)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Accounts Payable Department assigns a vendor number to new vendors in the Milford Public School District.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Deputy Superintendent of Operations
- 2.2 Business Office Manager
- 2.3 Accounts Payable Staff

Authorized Signature on File

Signature

Date

3.0 APPROVAL AUTHORITY:

- 3.1 Business Office Manager

4.0 DEFINITIONS:

- 4.1 CIMS – financial database
- 4.2 A/P – Accounts Payable

5.0 PROCEDURE: -

- 5.1 A/P is in receipt of the New Vendor Request Form PUR-F004.
- 5.2 A/P reviews the New Vendor Request Form for completeness.
 - 5.2.1 If the form is incomplete in any way, the New Vendor Request Form is returned for additional information.
- 5.3 A/P assigns next available number from manual log to new vendor and completes information necessary on log.
- 5.4 A/P records number on vendor request form and adds the new vendor information to the CIMS System.
- 5.5 A/P advises requestor of the CIMS Vendor Number assigned to the new vendor via email, phone, interoffice mail, etc.
- 5.6 A/P files completed vendor request forms #PUR-F004.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 New Vendor Request Form – PUR-F004
- 6.2 New Vendor # Log (manual log)
- 6.3 CIMS Financial Database

Vendor Number Assignment Procedure (PUR-P006)
Milford Public School District

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
CIMS Database	Electronic	Permanent	N/A	Electronic
Vendor #Log	Accounts Payable Office	Three (3) years	Shred	Locked Office
PUR-F004	Accounts Payable Office	Three (3) years	Shred	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/01/2005	A	Initial Release

* * * E n d o f p r o c e d u r e * * *