

POs – Small Cost

- When entering a Small Cost PO, in addition to selecting “SM” for the PO Type under the Header Details, please add a comment on the PO that it is Small Cost PO so that it prints on the PO. You do this by clicking on “Add comments” and type in “Small Cost PO” then click “send to supplier,” “show at receipt” and “show at voucher” so the comment prints on the PO. Remember, it’s far more efficient to **use your p-card** for small cost purchases than to enter a req, a PO, and then have Accounts Payable generate a check. The only time you should be entering a PO in the system for a small cost purchase is if your supplier requires an executed PO and does not accept a p-card for payment.
- **P-Cards for Small Cost Supplier Contract Payments:** Mayor’s Finance should only be sent invoices for payments on “not to exceed amount” contracts or for payments over the \$5,000 small cost/capitalization limit. Unless your small cost purchase (under \$5,000) from a contract is on a “not-to-exceed amount” contract, save yourself, Accounts Payable, and the vendor the trouble of paying small cost invoices by using your p-card. All our county Master Agreements based on state contracts are set up as unlimited contracts and invoices can be paid using a p-card if the invoice amount is under \$5,000. So next time you need to pay a \$200 invoice to Office Depot, save time and money by using your p-card.