

Closing Existing Purchase Orders

In order to close the books of the College, all existing Open Purchase Orders will have to be examined to determine if the Purchase Order is awaiting payment or has a residual amount to be closed.

The **Originator** will make that determination through the following process:

1. Banner Form **FPIOPOF** - Open Purchase Orders by FOAPAL Form.
 - a. Enter your Fund and Organization codes at the top of the form and Next Block. This will list all the open purchase orders under the above Organization and Fund. Write down the document numbers of these open purchase orders.
2. Banner Form **FGIENCD** - Detail Encumbrance Activity Form.
 - a. Enter each open PO number from above. This form will indicate that the status is 'O' for open.
 - b. **Enc**: is the original amount of the purchase order.
 - c. **Liq**: is the liquidated or paid amount of the purchase order.
 - d. **Balance**: is the remaining balance of the purchase order. **This is the most important field.** If there is an amount greater than 0 (zero) in this field, then the following decisions have to be made:

Are there outstanding invoices equal to this balance to be paid?

- If the answer is **yes**, then you must submit the invoices to Accounts Payable for payment and make sure that a receiver has been **completed** if this is a **regular** purchase order. The receiver is not required for a **standing** purchase order.
- When approving a final invoice you may write **OK To Pay And Close** on the invoice. Accounts payable will pay the invoice, close the PO which returns any remaining balance back to the original budget.
- If you do not expect any further invoices, please e-mail the appropriate buyer and ask them to close the purchase order. **The buyer can be found using Banner Form FPIPURR and entering the purchase order number. The buyer is listed on the first screen next to the Buyer Code on that form.** For purchase orders that were processed by Randi Faust, contact any one of the buyers listed below for assistance.



Below is contact information for the buyers in the Purchasing department

Charity Simpson, Manager	281.998.6328	Charity.Simpson@sjcd.edu
Genevieve Scholes, Sr. Buyer	281.998.6349	Genevieve.Scholes@sjcd.edu
Angela Klaus, Construction Buyer	281.998.6327	Angela.Klaus@sjcd.edu
Patsy Laredo, Buyer	281.998.6106	Patsy.Laredo@sjcd.edu
Gwen Henderson, Buyer	281.998.6326	Gwen.Henderson@sjcd.edu