

# Purchase Orders Reference Guide

A guide that provides you with the point of contact for all your Purchase Order (PO) related questions

| Questions related to...  | <u>UM Finance Support Center</u> * | <u>Accounts Payable Shared Services (APSS)**</u> | <u>Supply Chain - Sourcing or Strategic Sourcing Specialists***</u> |
|--|------------------------------------|--|---|
| Ordering products and/or services not available in Show-Me Shop (SMS) or not allowed on One Card   | <b>3</b>                           |  |   |
| Requisitions   | <b>3</b>                           |  |   |
| Status of an invoice that is associated with a PO  |                                    | <b>3</b>   |   |
| Paying an invoice that is associated with a PO   |                                    | <b>3</b>   |   |
| Paying an invoice that exceeds the amount of the PO  |                                    |  | <b>3</b>  |
| Activity on a PO   | <b>3</b>                           |  |   |
| Editing the PO including increasing the amount, change funding sources, etc.   |                                    |  | <b>3</b>  |
| Finding an existing PO voucher, deleting a PO voucher, etc.  |                                    | <b>3</b>   |   |
| Receiving on a PO voucher  | <b>3</b>                           |  |   |
| <p>Related Information</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p><u>Requisition, Receiving and Approver Training Guides</u><br/><u>PO Vouchers Helpful Links and Documents</u></p> </div> <div style="text-align: center;"> <p><u>Payment Reference Guide</u><br/><u>Commodity Assignments</u></p> </div> </div> |                                    |  |   |
| <p>* UM Finance Support Center<br/> <a href="mailto:financesupport@umsystem.edu">financesupport@umsystem.edu</a><br/>                     Toll Free 877-752-3334<br/>                     MU Campus/UM System 882-3201<br/>                     UMKC Campus 235-1371<br/>                     MO S&amp;T Campus 341-4266<br/>                     UMSL Campus 516-5366</p>   |                                    |  |   |
| <p>** APSS<br/> <a href="mailto:apsharedservices@missouri.edu">apsharedservices@missouri.edu</a><br/>                     573-882-3051</p>   |                                    |  |   |
| <p>*** S supply Chain<br/> <a href="#">Staff Contact Page</a></p>  |                                    |  |   |