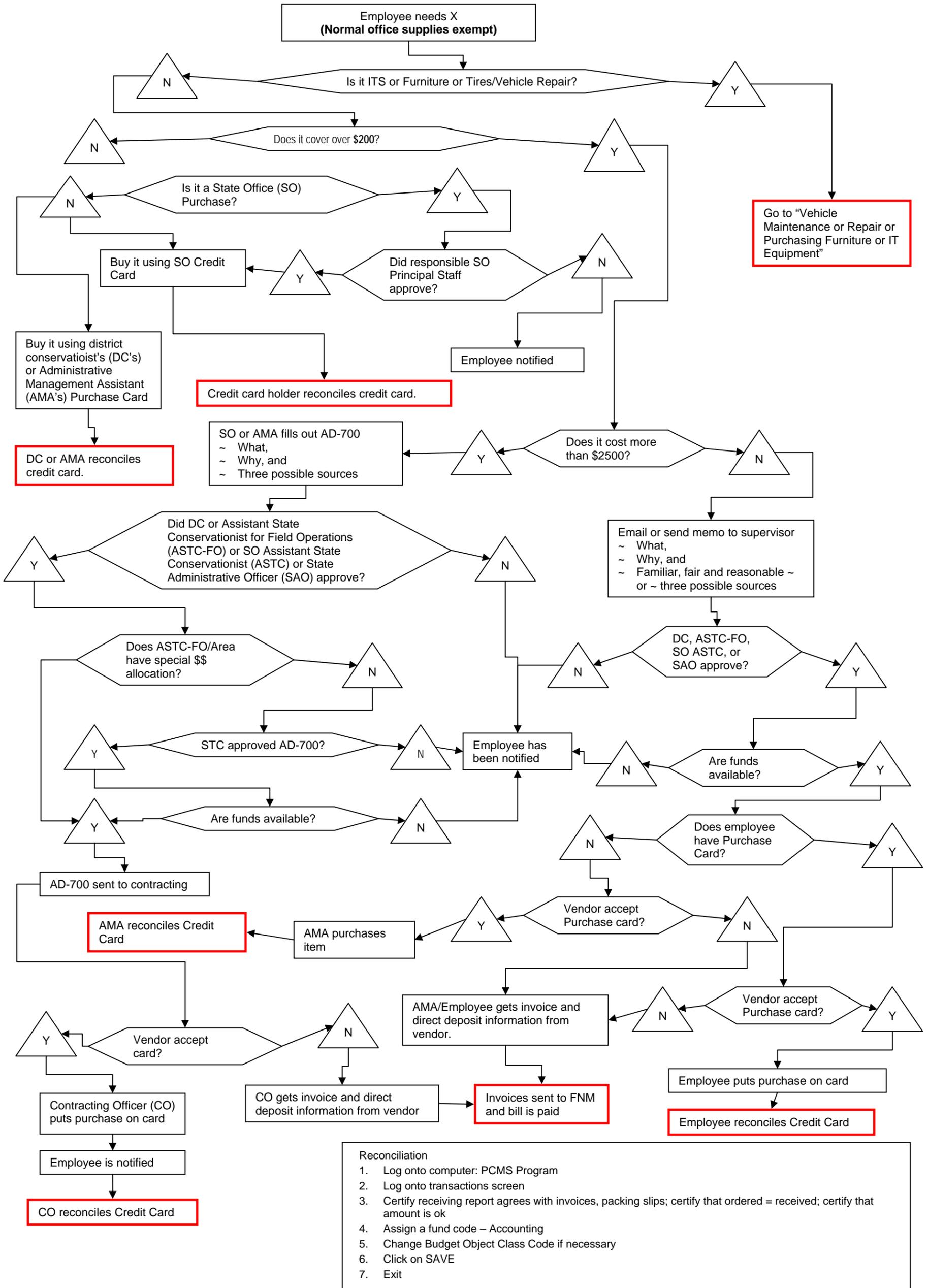


# Purchasing

\*\* All purchases over \$25,000 must be approved by the State Conservationist (STC) \*\*

PURPOSE:  
SCOPE:



- Reconciliation**
1. Log onto computer: PCMS Program
  2. Log onto transactions screen
  3. Certify receiving report agrees with invoices, packing slips; certify that ordered = received; certify that amount is ok
  4. Assign a fund code – Accounting
  5. Change Budget Object Class Code if necessary
  6. Click on SAVE
  7. Exit

Field Checked: June 5, 2006  
 Approved: Richard Van Klaveren  
 Date Approved: June 19, 2006