# Purchase Orders

**BUSINESS OBJECTIVE:** The Procurement Department also known as Purchasing Office finalizes purchase orders thru an extensive due diligence and compliance process. The Procurement Department is the only university authority that will send a fully executed Purchase Order to the vendor and will copy the requestor.

**NOTE**: The Requestor or department personnel ***must not*** provide the vendor with the Purchaser Order number prior to the receipt of a fully executed Purchase Order from their Procurement Department.

**MPLE PURCHASE OR**

