

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	3		
Requisitions	3		
Status of an invoice that is associated with a PO		3	
Paying an invoice that is associated with a PO		3	
Paying an invoice that exceeds the amount of the PO			3
Activity on a PO	3		
Editing the PO including increasing the amount, change funding sources, etc.			3
Finding an existing PO voucher, deleting a PO voucher, etc.		3	
Receiving on a PO voucher	3		
<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> <u>PO Vouchers Helpful Links and Documents</u></p> </div> <div style="text-align: center;"> <p><u>Payment Reference Guide</u> <u>Commodity Assignments</u></p> </div> </div>			
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<p>*** S supply Chain Staff Contact Page</p>			