

Carter-Pertaine, Inc.



Financial System Purchasing / Requisitions

Integrated Administrative Software for Education

Purchasing Features

- On-line entry of purchase orders with encumbrance by item up to 40 accounts
- Item-by-item identification of taxable and non-taxable items
- Purchase requisition entry from remote sites
- Automatically pre-encumbers remote requisitions
- Purchasing approval and encumbrance of remote requisitions, assignment of PO number
- Funds availability automatically checked at time of entry
- Multiple names and addresses for vendors
- Complete vendor reconciliation
- Open purchase order control
- Full site history
- Flexible purchasing report writer

Purchasing Integration

- Financial System
- Stores Inventory

Customer Benefits

Remote requisition entry allows administrators at remote sites to enter their requests for a purchase order with vendor, account and funds availability checked immediately. This significantly reduces the time required and reduces paper waste.

Purchase order requisitions are held by the system until approved by the appropriate purchasing agent, saving valuable time in the purchasing cycle. Allows administrators to fully expend their budgets without the district losing control of expenditures.

Summary

The Purchasing system includes purchase order generation with all financial, vendor and site activities created from requisition entry.

