

Purchase Orders Are Required for Vendor Payment

- Central Procurement, part of UnityPoint Health (UPH) Consolidated Services, is solely authorized to commit UnityPoint Health funds for purchases. This commitment is accomplished by issuing a Purchase Order.
- Orders are not considered binding, nor will respective invoices be paid, without a corresponding and authorized Purchase Order.
- Any orders placed directly to a vendor by a department is an unauthorized request and is not valid.
 - Invoices for unauthorized requests/orders must be presented by the vendor to the individual responsible for placing the order.
- After-the-fact Purchase Orders (POs generated to pay an incoming invoice for a non-contracted vendor) are not generally acceptable, but we recognize that exceptions do occur.
 - These invoices need to be associated with either a contract or an agreement that stipulates the payment terms agreed upon by the vendor and UPH Consolidated Services.
 - All after-the-fact POs generated will be monitored, and a report provided on a monthly basis to individual hospital leadership, for their review and follow-up. The goal is to have fewer after-the-fact POs created over time.
 - Vendors that have recurring after-the-fact POs may be blocked in our enterprise resource planning (ERP) system until contract resolution is achieved for their products and services and billing practices.

