



WAVE 2 TRAINING SESSION
PARKING LOT QUESTIONS AND ANSWERS
MAY 6, 2015
8:30 AM – 12:30 PM
TRAINERS: ROB HIGGINBOTHAM & RICHARD NEIL
BT SME: SUSAN SUDMANN
TRAINING FACILITY: SCO
ROOM #: STANFORD

20150506_PO101_AM
QUESTIONS AND ANSWERS

Question	Answer
Q: In order to use a P-Card to pay for a PO, does the vendor first have to be established in FI\$Cal? We are told yes, using a STD 204. Is this correct?	A: In order for a PO to be issued, a vendor has to be in the VMF (which includes FI\$Cal having an STD 204 on file). Not all P-Card transactions require a PO.
Q: Is the person who creates the requisition also the same one who creates the PO? We are told no, that the buyers are performing this. Is this correct?	A: There are separate roles for creating requisitions and creating POs. A user would need to have the appropriate roles. They could have both roles. Regular procurement separation of duties should be considered for each transaction.
Q: Who is creating the Requisition? Can they also approve the PO?	A: A user can have multiple roles. They could have the Requestor role and a PO Approver role. An approver cannot approve a PO or requisition that they create.
Q: Is a voucher and a receipt the same?	A: No. A receipt is the receiving of the goods or services. A voucher is the check that is issued for payment.