

**UNIVERSITY OF RHODE ISLAND
OFFICE OF THE CONTROLLER**

Internal Vendor Payments

University departments should attempt to use internal vendors as much as possible to provide goods or services. These services are procured using an Internal Vendor Purchase Order. (See [Purchasing website](#) for detailed instructions on creating an internal PO)

Standard (one-time delivery) Purchase Order:

Once the goods or services have been provided to the internal customer, and upon receipt of an Internal Purchase Order, the internal vendor must prepare a credit statement (credit statement and instructions can be found on the [Controller's website](#)). The credit statement must include the PO number. Failure to provide the PO number will result in a transaction that does not liquidate already encumbered funds. Indicate "F" in the final column in order for Accounting Office to Finalize the PO. Attach a copy of the PO and forward to Accounting room 103 Carlotti Bldg.

Blanket Purchase Orders:

A blanket purchase order covers a specific time period (usually from July-June) and can be multiple deliveries. A requisitioning department must create a blanket purchase order before ordering goods or services. Once the goods or services have been provided to the customer, the internal vendor must prepare a credit statement. The credit statement must include the PO number. Failure to provide the PO number will result in a transaction that does not liquidate already encumbered funds. For charges that do not complete the PO, enter a "P" in the P/F column. If this is the final billing, enter an "F" in the P/F column to enable Accounting Office to finalize the PO. Attach a copy of the PO and invoice (if available) and send to the Accounting Office, room 103 Carlotti Bldg.

The credit statement should be signed by the vendor and the dept notated. If the transaction results in a budget error, the entry will be deleted and the vendor will not be paid until the department corrects the error.

For questions on how to fill out the credit statement or how to find the vendor credit code, please refer to the instructions and listing under [General Accounting Forms](#).