1. **Do you have money in the applicable budget line?**
   - **Tip:** Any budget amendments that are in progress can affect the availability of budget lines and money in budget lines.
   - **Tip:** Your bureau administrator can provide guidance about what goods and services can be purchased with what line items.

2. **Is a contract in place with the vendor you want to purchase goods/services from?**
   - **Tip:** Speak with your bureau administrator and/or procurement to identify if a current contract exists throughout the commission.
   - **Tip:** It can take upwards of a month to get a contract in place.

3. **Has a PO been opened with this vendor on this budget line?**
   - **Tip:** An encumbrance report can tell you how many PO's have been opened on each of your budget lines
   - **Tip:** Any money that is put in a PO is not available to use for other purchases even if money is still in the PO

4. **Have you provided the PO number to the vendor?**
   - **Tip:** Even if you provide the PO number to the vendor when you first make a purchase, be sure to let them know that this number must be on the invoice in order for it to be paid.
   - **Tip:** You may want to check in with the vendor after a week or two to ensure they submitted their invoice to BPHC AP and they have included the PO number.