



## Purchase Orders Reference Guide

A guide that provides you with the point of contact for all your Purchase Order (PO) related questions

Questions related to...	<a href="#">UM Finance Support Center</a> *	<a href="#">Accounts Payable Shared Services (APSS)</a> **	<a href="#">Supply Chain - Sourcing or Strategic Sourcing Specialists</a> ***
Ordering products and/or services not available in Show-Me Shop (SMS) or not allowed on One Card	✓		
Requisitions	✓		
Status of an invoice that is associated with a PO		✓	
Paying an invoice that is associated with a PO		✓	
Paying an invoice that exceeds the amount of the PO	✓		✓
Activity on a PO	✓		
Editing the PO including increasing the amount, change funding sources, etc.	✓		✓
Finding an existing PO voucher, deleting a PO voucher, etc.		✓	
Receiving on a PO voucher	✓		

### Related Information

[Requisition, Receiving and Approver Training Guides](#)  
[PO Vouchers Helpful Links and Documents](#)

[Payment Reference Guide](#)  
[Commodity Assignments](#)

#### \* UM Finance Support Center

 [financesupport@umsystem.edu](mailto:financesupport@umsystem.edu)  
 Toll Free 877-752-3334  
MU Campus/UM System 882-3201  
UMKC Campus 235-1371  
MO S&T Campus 341-4266  
UMSL Campus 516-5366

#### \*\* APSS

 [apsharedservices@missouri.edu](mailto:apsharedservices@missouri.edu)  
 573-882-3051

#### \*\*\* Supply Chain

  [Staff Contact Page](#)