

Los Angeles City College Administrative Services "How To" Book	Other Miscellaneous Purchases	VII D-10
<b>How Do I Purchase with Confirmation Order?</b>		

**A. Brief Description**

Confirmation purchase order is generally prohibited for purchasing purposes. However, in the case of an emergency, it may be utilized. Confirmation Order is an order that is not processed through the normal purchasing system at the inception. However, upon obtaining subsequent approval, the order is processed via the Purchasing or District's SAP system and the payment for the order is made through the normal payment process.

**B. How To**

1. If a confirmation order is used, the normal purchasing procedures are followed for payment except for the fact that the purchase order will state confirmation or confirmation order only. Since there is no receiving of the item(s) or good(s) by the Receiving Department, the Receiving Department does not have to release the order in the system.
2. The Purchase Requisition is processed in the SAP system and released for payment by the Purchasing Department.
3. All signatures of approval required in a normal purchase are required for a confirmation order as well as the Board of Trustees ratification.