

Orders for WB Mason, City of Worcester contracted office supply vendor, are placed online by the using department. The "shopping cart" is subsequently emailed to Supply Management staff to be approved and to have a purchase order number entered into the cart. This particular order was paper for the district Copy Center (specifically, paper for student schedules) and was ordered online on June 29, 2016. The order was assigned the blanket purchase order number for office supplies in the FY16 budget. A blanket order is a purchase order that is cut for supply items for which multiple purchase orders are not practical. Procedurally, there is a notation put on the blanket purchase order when a shopping cart has been charged to the order. There was no notation put on that order. As such, no flag was raised when no invoice was received.

This office did not receive the invoice in the customary manner, which is emailed to wpsacctspayable@worc.k12.ma.us. It may have been a vendor error or some other error. Supply Management canceled the balance on the open PO in March 2017. During an audit of unpaid FY17 invoices with this vendor a week later, it was discovered this FY16 invoice had not yet been paid.

Supply Management is constantly working with schools and departments to verify delivery of all supplies, materials and equipment. They make sure that what is ordered is what is received, the prices are correct and the materials are satisfactory. They also work with vendors, as much as possible, to review statements and credits to ensure that Worcester Public Schools pays promptly and correctly.

Late charges were not incurred associated with this invoice.