

**CSC 333 Spring, 2003**  
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**Business Rules**  
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**Upper Allen Fire Department P.O. System**  
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1. Authorized Users – Only certain personnel at the UAFD have been given the authorizations to issue purchase orders. At present, there are ten such personnel.
  - a. In order to control access to the purchase order system, a simple password to the database would need to be established and shared among those authorized.
  - b. In addition to controlling access to the database, the Administrative staff reviews all issued purchase orders and verifies validity with the name entered/signed at the bottom.
2. Deletion/removal of Purchase Orders – If a purchase order is written in error, it cannot be trashed. The third copy (pink) must always remain in the purchase order book and the words “VOID” must appear on the purchase order. Similarly, a purchase order computer system will not allow purchase orders to be deleted, but will allow purchase orders to be marked as VOID.
3. Printing – At present, the purchase order process requires the purchase order to be written in triplicate. The white/master copy of the purchase order is to be retained for the issuer’s records. The yellow/second copy is to be submitted to the administrative staff via placing the copy (with invoices or receipts if available) in a bin in the administrative office. The pink/third copy is to remain in the purchase order book indefinitely. A computerized purchase order system would only need to print two copies – a copy for the issuer and a copy to be submitted to the administrative staff. The pink/third copy would not be necessary for the computer system will serve as the purchase order book.
4. Vendors – Each purchase order must be used for one and only one vendor.
5. Designation – Each purchase order must specify one and only one category (Administrative, Operations or Training). Subsequent purchase orders are required for different designation – even if the vendor is the same.
6. Cost Center – Each purchase order must designate one and only one cost center for accounting allocation. Subsequent purchase orders are required for different designation – even if the vendor is the same.
7. Purchasing Type – Each purchase order must designate how the purchase was/is to be made. Such types include: Cash, MasterCard (Designate card name), Vendor Account, Check, Issuer Paid (needing reimbursement), etc.
8. Relief, Fire Department or Township – Each line item must designate whether it is to be paid from the corporation’s account (fire department), from state-subsidized money (firefighter’s relief) or from Township monies. – This is new for M4 – need to test in prototyping and update SRS and ER if need-be.