End-User Picks Up Merchandise

- **PO is set up for the item to be picked up**

  - **Is this a Check With Order PO?**
    - **Yes**
      - Purchasing sends PO and pro-forma invoice to Accounts Payable
      - Accounting cuts check. Returns check and white copy of PO to end-user
      - End-user picks up merchandise and pays vendor
    - **No**
      - Department takes white copy of PO to vendor
      - Department picks up merchandise and invoice
      - Department sends invoice to Accounting who verifies signature as receiving documentation, pays invoice