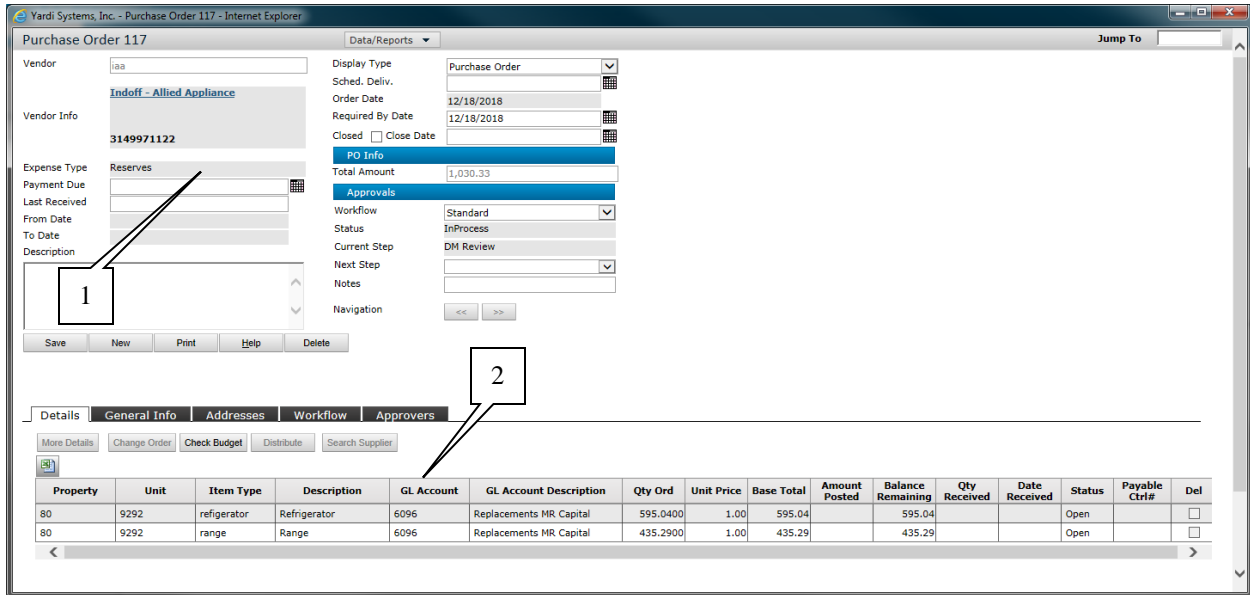


<b>SUBJECT</b>	<b>Date</b>
YARDI VOYAGER PROCEDURES MANUAL MAINTENANCE RESERVE PURCHASE ORDERS	01-01-19

V-42



Same process as a Procedure V-410 with 2 changes;

**(1)** Change the Expense Type to Reserves.

**(2)** Override the GL Account for each item to be one of the Maintenance Reserve (MR) account codes. Refer to Appendix V-A for a full list of account codes.

If the District Manger approves the Maintenance Reserve Purchase Order for Corporate Review, the Site Manager is to scan the Quote and completed R9-Reserve Request Transmittal Sheet to Mike Bishop.

Once the Reserve Purchase order is at the Corporate Review level, the packet for Rural Development will be prepared and given to Kevin for final approval. Only then, will the Purchase Order be approved.

Once Rural Development authorizes the purchase, all additional steps within Voyager will be processed by Accounting.

**NEVER perform the Receive PO function on a Maintenance Reserve Purchase Order.**