



Sandstone Housing

6200 Seagull NE, Suite B

Albuquerque, NM 87109

Phone: 505-821-0193

Purchase Order Closeout in OneSite

Before purchase order closeout in OneSite:

- Purchase order must be approved
- The invoice will be sent from the Accounts Payable Department in order to verify product prices, and to add freight and sales tax to the purchase order.
- Adjust the purchase order, adding sales tax and the shipping charge. The purchase order and invoice must match.
- Email or call the OneSite Manager after adjustments are made.
- The purchase order must be approved by the OneSite Manager.
- Input invoice in OneSite
- Closeout purchase order

These procedures must be followed to ensure budget to actual amounts balance at the end of the year. Use the invoice breakdown and property split worksheet as needed.