Purchase Order Status

The status of a purchase order may be checked in RAPS as follows:

On the "Purchase Order" tab select "Status".   Select the criteria by which you would like to check PO status and select "OK". (Form # is referring to PO number.)

This shows the status of where the PO is at in Authorization, if all of the items have been received and invoices paid.

If you are missing items purchased, either showing received in RAPS or not, please contact Sheri Bransfield at sbransfield@roguecc.edu.

If you have received items but the system doesn't show as received, please contact the Receiving Department as follows:

RWC, Travis Ellerman, TEllerman@roguecc.edu, (541) 956-7157
(Courier), Justin Ferrel (CJ), JFerrel@roguecc.edu (541) 956-7261

If you have a PO that has not been paid, please contact Shannon Wade in the Budget and Financial Services office at swade@roguecc.edu.

Checking Modify Items
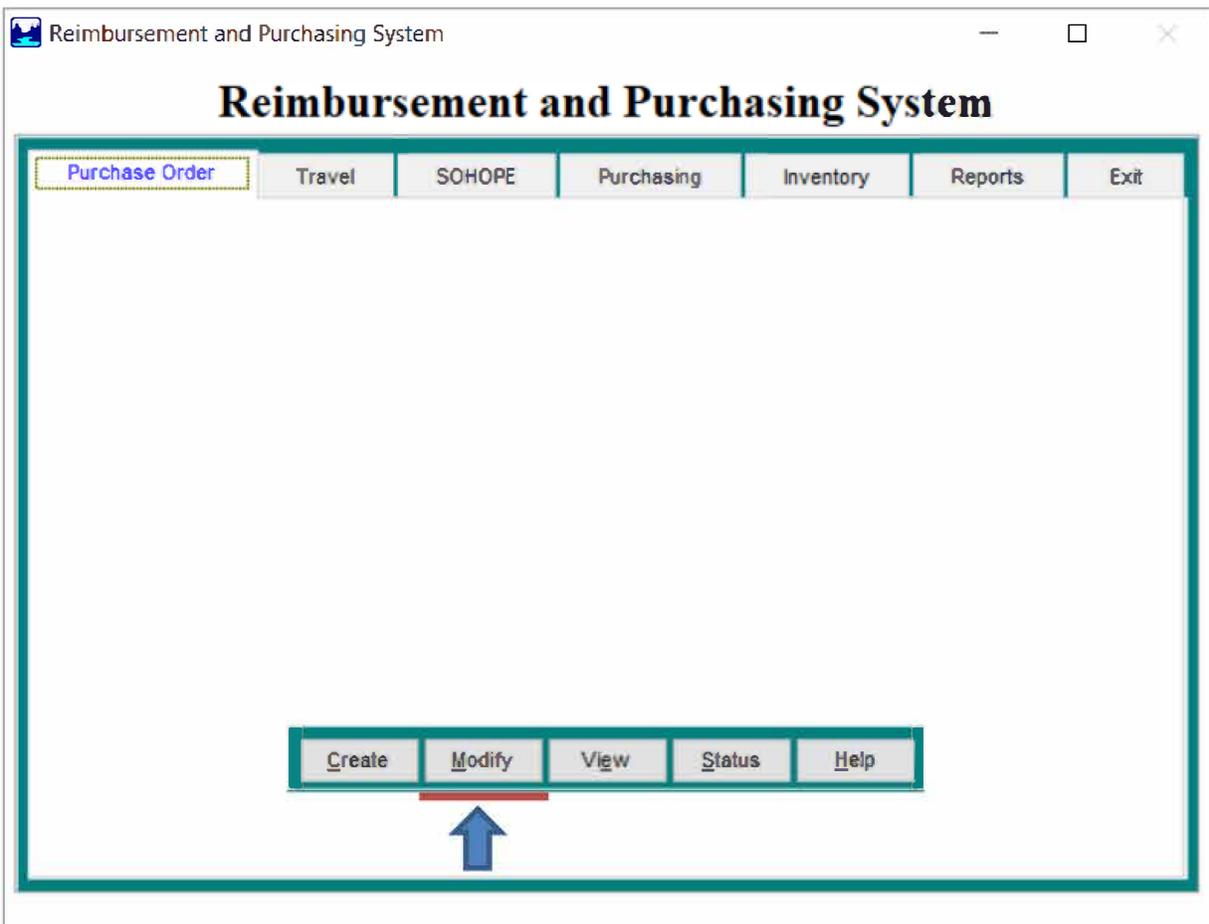
Please check your "Modify" in Raps to see if anything should be deleted or sent for authorization.

In RAPS, click on the Modify button. A dialog box will open to select screening criteria. The system will default to Only Yours. Click Ok. The window will open showing PO(s) that have been created (or possibly returned) but not sent for approval. Verify if the PO(s) need to be sent or deleted. If you need assistance, please contact Sheri Bransfield at sbransfield@roguecc.edu.

Please remember that purchase orders for personal reimbursements need to be submitted and approved by the end of the business day on July 6th.