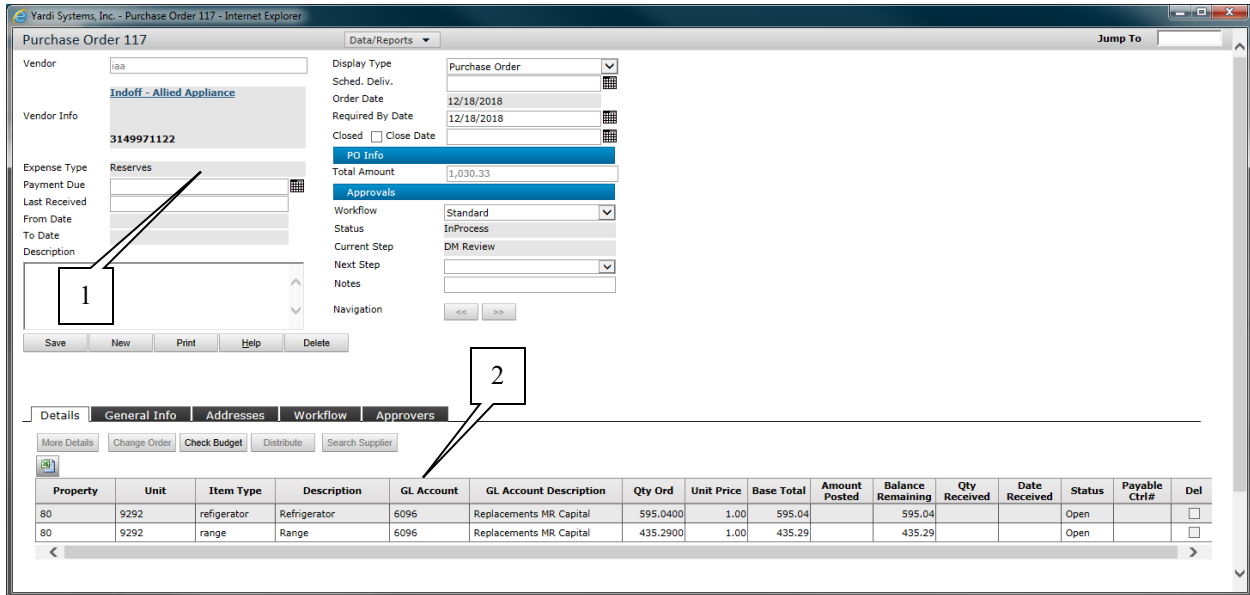


SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL MAINTENANCE RESERVE PURCHASE ORDERS	08-01-23



Same process as 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.

Once the Reserve Purchase order has been approved by the DM the PO will be at the level of Corporate Review.

Once the manager has completed SOP Procedure 100 and SOP Procedure 105, the packet for the reserve request to Rural Development will be prepared by accounting.

Once Rural Development authorizes the purchase, Kevin Flynn will approve the Purchase Order.

All additional steps within Voyager will be processed by accounting.

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