

## PURCHASE ORDER EXECUTION TIME

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- On all purchases **DO NOT PLACE ORDERS** until you have received notice from the Business Office that an encumbrance/PO has been processed.
- If the vendor you are using is a **NEW** vendor please allow Business Office **3 extra** days to process your order. Please provide the vendor name, phone number, address, federal and state identification numbers to help expedite our obtaining a vendor number from the Department of Finance.
- Emergencies occurring outside of regular business hours are considered such if they will prevent further costs, damage, or risk of injury. These **require** written documentation of the emergency. Please include your name, the date, time, description of incident and steps to remedy the situation. This documentation **MUST** be brought to the Business Office the **NEXT** business day accompanied by a requisition form and the written documentation of the emergency situation.
- If there are any discrepancies or concerns about your purchase the Business Office will contact you in a timely manner.

### PURCHASE ORDERS \$0.00 TO \$1,500.00

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1. Requisition for Purchase form (NPR) is received in Business Office and date stamped same day.
2. The requisition is reviewed, processed and a purchase order is printed and distributed. The original goes to the Vendor, and other copies go to the Originator and to the Accounting files.

Total Processing time: A maximum of 3 days (7 days with new vendor).

### PURCHASE ORDERS \$1,500.01 TO \$5,000.00

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1. Requisition for Purchase form (NPR) is received in the Business Office and date stamped same day.
2. The requisition is reviewed, processed and a purchase order is printed and distributed. The original goes to the Vendor, and other copies go to the Originator and to the Accounting files.

Total Processing time: A maximum of 3 days (7 days with new vendor).

### PURCHASE ORDERS \$5,000.01 AND GREATER

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1. See the Business Office for procedures and guidelines.